

MEDICAL ASSISTING A.A.S.

Students in Medical Assisting are cross-trained with skills and knowledge in front office administrative, clinical, and limited laboratory procedures that are designed to assist healthcare practitioners in administering to the needs of patients. Selected administrative skills include scheduling, medical office accounting systems, medical coding and billing, and electronic medical records. Some of the clinical skills the student will learn include assisting with medical examinations, vital signs, administering medications and injections (under supervision), sterilizing instruments and electrocardiography. Laboratory skills will include venipuncture (under supervision), and performing selected CLIA-waived laboratory tests. Additionally, Medical Assisting students will become acquainted with the laws and regulations governing medicine in the ambulatory setting, as well as ethical issues being confronted in the health care arena. The program is designed to prepare the student for an entry-level position in Medical Assisting.

Students may apply for admission by meeting with the program director. Prior to entry, the student must be able to show competency in computers. Each Spring students will have to provide documentation of vaccines, background check, etc. as posted on the program's web page. Because some classes are only offered in a specific semester, plus some courses have pre-requisites or co-requisites, meeting with the program director before each semester is necessary to avoid problems.

Students must earn a C or better in all courses in order to progress and complete the program. This includes being able to pass 100% of psychomotor and affective competencies required in laboratory/procedure courses. A course may be attempted a maximum of two times. At the end of the program the student will perform a 200-hour externship/practicum in an ambulatory facility, such as a clinic or doctor's office. The site must be approved by the Program Director. This provides the student with the opportunity to apply the knowledge and skills learned in a real world setting. Students successfully completing the program will be awarded an Associate of Applied Science degree.

Graduates are encouraged and prepared to take the Registered Medical Assisting exam upon graduation.

General Associate Degree Requirements

Additional requirements for graduation can be found on the Degree/Certificate Requirements for Graduation page (<https://catalog.umt.edu/academics/graduation-requirements/>).

Unless otherwise noted in individual program requirements, a minimum grade point average of 2.00 in all work attempted at the University of Montana-Missoula is required for graduation. Please see the Academic Policies and Procedures page (<https://catalog.umt.edu/academics/policies-procedures/>) for information on how your GPA is calculated.

Courses taken to satisfy the requirements of an associate degree program must be completed with a grade of C- or better unless a higher grade is noted in the program requirements.

Associate of Applied Science - Medical Assisting

- A minimum grade of C in each Medical Assisting core course is required.

- Medical Assisting core courses must be completed in no more than 2 attempts.
- The student must show competence in computer applications to enter the Medical Assisting program.

Course Requirements

Code	Title	Hours
Complete all of the following courses:		
ACTG 101	Accounting Procedures I	3
AHMA 201	Medical Assistance and Clinical Procedures I	4
AHMA 203	Medical Assistance and Clinical Procedures II	4
AHMA 280	Medical Assisting Exam Prep	3
AHMA 298	Medical Assisting Externship	5
AHMS 144	Medical Terminology	3
AHMS 156	Medical Billing Fundamentals	3
AHMS 216	Pharmaceutical Products	3
AHMS 220	Medical Office Procedures	4
AHMS 252	Computerized Medical Billing	3
AHMS 270E	Medical Ethics	3
BGEN 215	Career Readiness	3
BIOH 104N	Basic Human Biology	3
BIOH 105N	Basic Human Biology Laboratory	1
CAPP 154	MS Word	3
COMX 115S	Introduction to Interpersonal Communication	3
HIT 265	Electronic Health Records	3
M 105	Contemporary Mathematics	3
or M 115	Probability and Linear Mathematics	
PSYX 100S	Intro to Psychology	3
WRIT 101	College Writing I	3
Total Hours		63

Two Year Plan

Course	Title	Hours
First Year		
Autumn		
AHMS 144	Medical Terminology	3
AHMS 156	Medical Billing Fundamentals ¹	3
AHMS 220	Medical Office Procedures ²	4
CAPP 154	MS Word	3
M 105	Contemporary Mathematics	3-4
or M 115	or Probability and Linear Mathematics	
Hours		16-17
Spring		
AHMS 252	Computerized Medical Billing	3
AHMS 270E	Medical Ethics	3
BIOH 104N	Basic Human Biology	3
BIOH 105N	Basic Human Biology Laboratory	1
WRIT 101	College Writing I	3-4
Apply for the CTS Medical Reception		
Hours		13-14
Second Year		
Autumn		
ACTG 101	Accounting Procedures I	3
AHMA 201	Medical Assistance and Clinical Procedures I ³	4

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AHMS 216	Pharmaceutical Products	3
BGEN 215	Career Readiness	3
COMX 115S	Introduction to Interpersonal Communication	3
Apply for the AAS Medical Assisting		
	Hours	16
Spring		
AHMA 203	Medical Assistance and Clinical Procedures II	4
AHMA 280	Medical Assisting Exam Prep ¹	3
AHMA 298	Medical Assisting Externship	5
HIT 265	Electronic Health Records	3
PSYX 100S	Intro to Psychology	3
	Hours	18
	Total Hours	63-65

¹ Second 8 weeks

² First 8 weeks

³ 3 hours in-person a week

Last updated Fall 2025