

## Program: Administrative Medical Assistant

---

### Administrative Medical Assistant AAS (99 credits)

#### Description:

Students prepare for careers as integral members of a healthcare team in an outpatient setting. Competency-based activities in the program provide extensive hands-on practice for students in the use of computer application skills to create and handle medical information. Medical transcription, Electronic health records, medical terminology, patient administrative services, and professional ethics are presented with emphasis on the billing procedures of the insurance industry. The program also provides extended learning opportunities for persons previously or currently employed in related professions. In addition, work-based learning experiences are available in many medical settings and/or dental settings that support the theory presented in the classroom. For program costs and fees refer to the catalog TUITION AND FEES PAGE.

#### Program Learning Outcomes:

1. Demonstrate ethical behaviors, such as confidentiality, empathy and understanding in the workplace
2. Perform medical administrative tasks, medical transcription, and electronic health records
3. Use terminology related to human anatomy, physiology, common disease process and common medical procedures performed in the medical office setting
4. Use software associated with the medical workplace
5. Obtain skills in the management of multiple tasks and oral and written communication
6. Enhance career opportunities and employment skills expected for an entry-level medical office professional

#### Required Courses:

Quarter 1	AMA110	Computer Basics	1
	AMA111	Introduction to Word Processing	3
	AMA112	Fundamentals of Medical Terminology	4
	AMA113	Healthcare Communications	5
Quarter 2	AMA114	Introduction to the Health Care Profession	5
	AMA115	Digital Media Transcription	3
	AMA116	Medical Office Procedures	3
	AMA117	Beginning Medical Terminology	4
Quarter 3	AMA118	Administrative Medical Concepts	4
	AMA119	Advanced Medical Office Procedures	3
	AMA120	Introduction to Spreadsheets	3
	AMA121	Intermediate Medical Terminology	4
Quarter 4	AMA122	Intermediate Administrative Medical Concepts	4
	AMA123	Electronic Health Records	4

## 2020-2021 Addendum

	AMA124	First Aid/CPR	1
	AMA125	Practice Management System Applications	2
	AMA127	Medical Insurance and Reimbursement	4
	AMA128	Advanced Med. Terminology – Pathophysiology	4
Quarter 5	AMA126	Advanced Admin Medical Concepts	4
	AMA129	Medical Coding Applications	4
	AMA133	HIV Prevention Education	1
Electives	AMA135	Practical Applications	3

Or Elective courses were not previously listed as "or"

	AMA296	Work-based Learning Experience	2
	AMA297	Work-based Learning Seminar	1
Quarter 6	AMA130	Medical Office Supervision and Management	3
	AMA131	Interview Techniques	3
	AMA134	Healthcare Credentialing	2
Electives	AMA132	Phlebotomy	3

Or

	AMA296	Work-based Learning Experience	2
	AMA297	Work-based Learning Seminar	1

### General Education Requirements

Communications 5 credits required

ENGL175	
ENGL&101	ENGLISH COMPOSITION I

Humanities/Social Sciences/Natural Sciences/Other 10 credits required

BIOL&160	GENERAL BIOLOGY
BIOL&175	HUMAN BIOLOGY WITH LAB
BIOL&241	ANATOMY & PHYSIOLOGY I
BIOL&242	HUMAN A&P II
BIOL&260	MICROBIOLOGY
CHEM&121	INTRODUCTION CHEMISTRY
CHEM&131	INTRODUCTION TO ORGANIC/BIOCHEMISTRY
CMST&102	INTRO TO MASS MEDIA

## 2020-2021 Addendum

CMST&152	INTERCULTURAL COMMUNICATION
CMST&210	INTERPERSONAL COMMUNICATION
CMST&220	PUBLIC SPEAKING
ECON&201	MICROECONOMICS
NUTR&101	INTRO TO NUTRITION
POLS&101	INTRO TO POLITICAL SCIENCE
PSYC&100	GENERAL PSYCHOLOGY
PSYC&200	LIFESPAN PSYCHOLOGY
SOC&101	INTRO TO SOCIOLOGY

### Quantitative

5 credits required

MATH172	APPLIED BUSINESS MATH
MATH&141	PRECALCULUS I
MATH&142	PRECALCULUS II
MATH&146	INTRODUCTION TO STATISTICS
MATH&151	CALUCLUS I
MATH&152	CALCULUS II

Note: See a Career Advisor prior to choosing courses that meet general education requirements.