ADMINISTRATIVE MEDICAL ASSISTANT ATC

Trained medical office personnel in doctors' offices, clinics, and hospitals are vital!

The Administrative Medical Assistant program provides advanced-level training to meet the demand. Students receive significant instruction through medical field experience with cooperating local medical facilities.

Upon completion of this degree, students will:

- Prove basic knowledge of medical billing software and electronic medical record navigation
- Show employability skills and habits
- Complete various medical documents and forms
- Schedule appointments and activities
- Work with a variety of medical professionals and agencies
- Have the most current ICD and CPT coding skills
- Understand HIPAA regulations and medical ethics
- Have skills in human relations with a positive and caring personality
- Have an ability to multitask and a desire to help people

General Education Core

Code	Title	Credits
COMM-101	FUNDAMENTALS OF ORAL COMMUNICATION	3.00
HRPT-185	HUMAN RELATIONS IN ORGANIZATIONS	3.00
or PSYC-101	INTRODUCTION TO GENERAL PSYCHOLOGY	
MTHPT-130	FINITE MATHEMATICS	4.00
or MTHPT-137	MATH FOR TECHNOLOGY	
Total Credits		**10.00**

Program Requirements

Code	Title	Credits
ACCPT-101	BASIC ACCOUNTING	3.00
GNBPT-110	BUSINESS COMPUTER SKILLS	3.00
GNBPT-112	EXCEL	3.00
GNBPT-185	BUSINESS COMMUNICATION	3.00
GNBPT-200	BUSINESS DOCUMENT PROCESSING	3.00
GNBPT-202	FINANCIAL BUSINESS APPLICATIONS	3.00
MEDPT-170	MEDICAL INSURANCE	3.00
MEDPT-173	MEDICAL TERMINOLOGY	3.00
MEDPT-175	ADMINISTRATIVE MEDICAL ASSISTING I	3.00
MEDPT-251	MEDICAL TRANSCRIPTION I	3.00
MEDPT-252	CLINICAL EXPERIENCE	3.00
MEDPT-259	PATIENT RECORD SYSTEMS	3.00
MEDPT-275	MEDICAL CODING	3.00
MEDPT-285	MEDICAL CODING II	3.00
Completion of a Technical Skills Assessment is required		
Total Credits		**42.00**