

DIPLOMA - MEDICAL ADMINISTRATIVE ASSISTANT

59 CREDIT HOURS

DIPLOMA

This program is not offered at the Minneapolis Learning Site.

OBJECTIVES

To provide a comprehensive office administration program seasoned with the medical specialization and other related subjects to enable graduates to assume the responsibilities of entry-level medical office administrators.

CAREER OPPORTUNITIES

This program prepares graduates for employment opportunities in private doctor offices, hospitals, medical clinics, and insurance companies where knowledge of medical terminology and procedures are required. Graduates may act as receptionists, clerk-typists, and word processors, take care of medical record keeping, and assume other office responsibilities. These are examples of the many opportunities, which may be available to qualified graduates.

Note: Students may be required to take Foundations of Mathematics I and/or II and Foundations of Writing I and/or II based on competency exam scores.

PROGRAM REQUIREMENTS

Class #	Class Name	Credits
BS110	Business Communications	4
BS150	Business Writing	4
CS111	Computer Information Systems	3
CS131	MS Office Professional I	3
CS256	MS Office Professional II	3
KY100	Keyboarding I	3
KY150	Keyboarding II	3
KY200	Keyboarding III	3
MA100	Medical Terminology	4
MA110	Anatomy and Physiology	5
MA120	Health Care Law and Ethics	4
OA160	Medical Transcription	3
OA170	Medical Office Procedures I	4
OA270	Medical Office Procedures II	3
PD100	Student Success	1
PD250	Career Development	1
SS140	Interpersonal Relations	4
	Electives approved through Dean of Students	4
	Total Credit Requirement	59

DIPLOMA - MEDICAL ASSISTANT

73 CREDIT HOURS

DIPLOMA

This program is not offered at the Minneapolis Learning Site.

OBJECTIVES

To offer a professional education program that prepares the medical assistant student to serve as an allied health care professional serving the needs of physician-employers in delivering quality health care services to a client population. As part of this process, medical assistant students will acquire the skills, knowledge, and abilities to perform related administrative, clinical, and laboratory procedures.

CAREER OPPORTUNITIES

Medical assistants help physicians examine and treat patients and perform routine tasks to keep offices running smoothly. Medical assistants are trained to perform a variety of clerical and clinical tasks, such as telephone management, reception and appointment scheduling, mail processing, records management, billing and collections, banking, payroll and bookkeeping, diagnosis and procedural coding, insurance claim processing, taking vital signs, eliciting patient histories, preparing and assisting with medical/surgical procedures, collecting and processing laboratory specimens, administering medications, and providing patient instructions, as well as performing a variety of diagnostic tests.

Note: Students may be required to take Foundations of Mathematics I and/or II and Foundations of Writing I and/or II based on competency exam scores.

PROGRAM REQUIREMENTS

Class #	Class Name	Credits
BS110	Business Communications	4
BS150	Business Writing	4
CS111	Computer Information Systems	3
KY100	Keyboarding I	3
MA100	Medical Terminology	4
MA110	Anatomy & Physiology	5
MA120	Health Care Law & Ethics	4
MA151	Introduction to Patient Care Sciences	3
MA156	Clinical Specialties	3
MA161	Pharmacology	3
MA167	Introduction to Laboratory Sciences	4
MA222	Clinical Hematology	4
MA230	CMA Review Seminar	3
MA299	Clinical Training	9
OA170	Medical Office Procedures I	4
OA270	Medical Office Procedures II	3
PD100	Student Success	1
PD250	Career Development	1
SS140	Interpersonal Relations	4
	Total Credit Requirement	73