MEDICAL ADMINISTRATIVE ASSISTANT, AAS

Program Description

The Mid-Plains Community College Associate of Applied Science in Business - Medical Administrative Assistant Emphasis is a two-year program that provides specialized training in medical office technology including medical terminology, scheduling, billing, insurance, transcription and office management.

Students will also develop skills in communication, general and specific office tasks, and computer applications.

Graduates will be qualified to hold positions in doctors' offices, medical clinics, hospitals, health departments, insurance company offices and other medical and surgical organizations. Many medical transcriptionists telecommute from home-based offices, while others work in medical facilities such as hospitals, physicians' offices, or clinics.

Career Opportunities

Employment opportunities with this degree may include the following:

- Medical secretaries
- Medical records clerks
- Medical transcriptionist
- Office clerks
- Schedulers
- Receptionists
- Information clerks
- Medical accounting clerks

Associate of Applied Science Degree Business

Medical Administrative Assistant Emphasis

Suggested Sequence of Study

Course	Title	Credit Hours
First Semester		
Fall		
BSAD 1170	Business English	3.0
BSAD 2500	Business Mathematics	3.0
CSCE 1480	Input Keyboard Technology II	3.0
MEDO 2500	Comprehensive Medical Terminology	3.0
MEDO 2520	ICD-10 Coding	3.0
	Credit Hours	**15.0**
Second Semester		
Spring		
BIOS 1100 or BIOS 2250	Basic Anatomy & Physiology or Human Anatomy/Physiology I	3.0-4.0
BSAD 2510	Business Computer Systems	3.0
Select one of the following:		3.0
BSAD 1030	Business & Professional Speaking	
SPCH 1090	Fund of Human Communication	
MEDO 2550	Medical Office Procedures	3.0
MEDO 2560	CPT Coding	3.0
	Credit Hours	**15.0-16.0**
Third Semester		
Fall		
ACCT 1025 or ACCT 1200	Introduction to Accounting or Principles of Accounting I	3.0
BSAD 2250	Business Communications	3.0
BSAD 2560	Information Management	3.0
CSCE 2570	Desktop Publishing	3.0
MEDO 2530	Medical Transcription I	3.0
	Credit Hours	**15.0**
Fourth Semester		
Spring		
BSAD 1010	Personal/Professional Development	3.0
BSAD 2570	MS Office Integration	3.0
BSAD 2580	Administrative Proc & Mgmt	3.0
MEDO 2570	Medical Billing & Reimbursement	3.0
SOCI 1000 or BSAD 1100	Human Relations: People Skills or Personal Finance	3.0
	Credit Hours	**15.0**
	Total Credit Hours	**60.0-61.0**

Medical Administrative Assistant On-Line Option

Students wishing to complete this degree solely online should follow the sequence of study below. All courses are offered online in all terms unless otherwise noted.

Course	Title	Credit Hours
First Semester		
Fall		
BSAD 2510	Business Computer Systems	3.0
BSAD 2500	Business Mathematics	3.0
MEDO 2500	Comprehensive Medical Terminology	3.0
MEDO 2520	ICD-10 Coding	3.0
	Credit Hours	**12.0**
Second Semester		
Spring		
BIOS 1100 or BIOS 2250	Basic Anatomy & Physiology (Only offered online in the Spring) or Human Anatomy/Physiology I	3.0 - 4.0
BSAD 1030 or SPCH 1090	Business & Professional Speaking or Fund of Human Communication	3.0
CSCE 1480	Input Keyboard Technology II	3.0
MEDO 2550	Medical Office Procedures	3.0
MEDO 2560	CPT Coding	3.0
	Credit Hours	**15.0-16.0**
Third Semester		
Summer		
BSAD 1170	Business English	3.0
	Credit Hours	**3.0**
Fourth Semester		
Fall		
ACCT 1025 or ACCT 1200	Introduction to Accounting or Principles of Accounting I	3.0

BSAD 2250	Business Communications	3.0
BSAD 2560	Information Management	3.0
CSCE 2570	Desktop Publishing (Only offered online in the Fall)	3.0
MEDO 2530	Medical Transcription I	3.0
	Credit Hours	**15.0**
Fifth Semester		
Spring		
BSAD 1010	Personal/Professional Development	3.0
BSAD 1100 or SOCI 1000	Personal Finance or Human Relations: People Skills	3.0
BSAD 2570	MS Office Integration	3.0
BSAD 2580	Administrative Proc & Mgmt	3.0
MEDO 2570	Medical Billing & Reimbursement	3.0
	Credit Hours	**15.0**
	Total Credit Hours	**60.0-61.0**