

MEDICAL ADMINISTRATIVE ASSISTANT (AAS)

Associate of Applied Science

Career-Technical Program

Interest Areas:

Business Admin. and Management

For those who have always been interested in the medical field but find their strengths lie in clerical administration, a career as a medical administrative assistant could be the perfect choice. Medical administrative assistants combine clerical skills and word processing with specialization in medical terminology, anatomy, and medical coding.

Physicians rely on medical administrative assistants to help them in the documentation of patient care. The medical administrative assistant's job, using the latest technology, may include transcribing business documents, composing and processing correspondence, coding of diagnoses and procedures, completing insurance forms, maintaining financial records, greeting and scheduling patients, and other related duties. Strong human relation skills are a must in this field.

The student will be provided the opportunity to develop skills to gain employment in clinics, private medical practices, hospitals, nursing homes, medical insurance and billing companies and a variety of other health care facilities. With experience, the graduate may advance to office manager or department supervisor.

Contact Information:

Business & Professional Programs Division

Hedlund Building, Room 101

Phone: (208) 769-3226

Program Website (<https://www.nic.edu/programs/medical-administrative-assistant/>)

Program Requirements

Course	Title	Credits
Semester 1		
CAOT-120	Word Processing/Word I	1
CAOT-121	Word Processing/Word II	1
CAOT-164	Computer Fundamentals for Technical Programs	1
CAOT-166	Living Online for Technical Programs	1
CAOT-179	Medical Terminology	2
CAOT-183	Business Editing and Proofreading	3
ENGL-101	Writing and Rhetoric I	3
GEM 6 - A.A.S. Social and Behavioral Ways of Knowing		3
Credits		15
Semester 2		
CAOT-115	Outlook	1
CAOT-122	Word Processing/Word III	1
CAOT-140	Database/Access I	1
CAOT-168	Integrated Medical Office Software	3
CAOT-205	Business Document Formatting/Transcription	2

COMM-101	Fundamentals of Oral Communication	3
GEM 3 - A.A.S. Mathematical Ways of Knowing		3-5
Credits		14-16
Semester 3		
ACCT-110 or ACCT-201	Small Business Accounting or Principles of Accounting	3
CAOT-130	Spreadsheets/Excel I	1
CAOT-131	Spreadsheets/Excel II	1
CAOT-132	Spreadsheets/Excel III	1
CAOT-150	PowerPoint	1
CAOT-184	Records Systems Management	3
CAOT-204	Career Leadership	1
HCIT-180	Medical Law and Ethics	3
Credits		14
Semester 4		
BIOL-175	Human Biology	4
CAOT-186	Medical Coding	3
CAOT-210	Office Procedures	3
CAOT-224	Medical Administrative Assistant Internship	3
CAOT-250	Office Skills Capstone	1
Select one of the following:		3
BLDR-110	Supervisory Management	
BUSA-211	Principles of Management	
PE-288	First Aid	
Credits		17
Total Credits		60-62

Course Key



GEM



AAS
Institutionally
Designated



Gateway



Milestone

Program Outcomes

Upon completion of the program, students will be able to:

1. Perform health care office procedures that include scheduling, bookkeeping, billing and payment collection by utilizing a working knowledge of medical terminology, body systems, common medications, electronic health records and insurance.
2. Compose, edit, proofread, and accurately produce health care and other business documents using appropriate software and equipment within specified timelines.
3. Assign and understand diagnostic and procedure codes using ICD and HCPCS/CPT coding systems as used in a variety of health care settings.
4. Apply legal and ethical standards and adhere to principles of patient confidentiality within the health care and community environment as defined by HIPAA.
5. Apply specialized computer programs including practice management/electronic health record (PM/EHR) and the Microsoft Office Suite.
6. Demonstrate professionalism through acceptable attitude, organization and time management skills, and attire.

In addition to the program outcomes, students will meet the following North Idaho College General Education (GEM) Requirements: Written and Oral Communication; Mathematical Ways of Knowing; Social and Behavioral Ways of Knowing; and an

additional program-designated or selected course from any of the GEM requirements.