MEDICAL ADMINISTRATIVE ASSISTANT
ASSOCIATE OF APPLIED SCIENCE (AAS) – 60 CREDITS

About this program

The Medical Administrative Assistant AAS program prepares students to work in a variety of medical settings, handling all types of administrative duties for private practices, hospitals and clinics. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the medical secretary through the addition of liberal arts classes in preparation for leadership roles. Graduates of this program are highly trained office specialists who are prepared to accept responsibility for the coordination of medical office functions and patient billing processes. Successful medical administrative assistants have excellent communication skills and exhibit a high degree of professionalism. All courses in the program incorporate the skills needed for employment in the medical administrative assistant profession.

Program outcomes

1. Communicate using the language of medicine.
2. Utilize technology for medical office applications.
3. Prepare and manage the healthcare record.
4. Perform diagnosis and procedure coding.
5. Demonstrate knowledge of structure, function, disease processes, and treatment in the human body.
6. Perform insurance and financial procedures following current regulations for the medical office.
7. Demonstrate professional communication while employing legal and ethical practices.
8. Perform registration procedures and maintain an appointment schedule.
9. Explain strategies for medical office management.
10. Demonstrate professional work and organization skills.

Curriculum overview

Crds	Requirement type
42	Required courses
9	Restricted electives in courses
9	Restricted electives in course types
60	**Total**

Developmental courses note: A student may be required to enroll in developmental courses in reading, writing and math. A student's scores on the Accuplacer assessment will determine enrollment in developmental courses. The purpose of developmental courses is to prepare students for the demands of a college-level curriculum. *Credits may vary.*

Accreditation: Minnesota State Community and Technical College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 http://www.ncahigherlearningcommission.org Phone: 312.263.0456 / 800.621.7440

Curriculum requirement details

Required courses

Course	Crds
ADMM1104 - Medical Language Applications I	3
ADMM1110 - Medical Documentation I	4
ADMM1122 - Medical Office Procedures	4
ADMM1150 - Medical Billing/Insurance	4
ADMM1152 - Outpatient Coding	4
ADMM1160 - Medical Documentation II	3
ADMM1200 - Medical Office Technology Tools	2
ADMM2104 - Medical Language Applications II	3
ADMM2122 - Medical Office Management	3
ADMM2130 - Medical Office Career Insight	2
ADMM2150 - Medicare Coding and Billing Applications	3
ADMM2320 - Medical Office Capstone	1
ADMM2500 - Human Disease Applications for Administrative Health Professionals	3
HLTH1110 - Introduction to Anatomy and Physiology	3

Other requirements or restricted electives

3 credits from one or more of these Courses:

Course title	Credits
PSYC1200 - General Psychology	3
PSYC2220 - Abnormal Psychology	3
PSYC2222 - Lifespan Development	3

6 credits from one or more of these Courses:

Course title	Credits
COMM1120 - Introduction to Public Speaking	3
COMM1130 - Small Group Communication	3
COMM1140 - Interpersonal Communication	3

9 credits from these Course Types:

- General Education w/MnTC Goals

Course summaries

ADMM1104 - Medical Language Applications I .... *(3 credits)*
This course provides in-depth analysis of medical language for nonclinical personnel and prepares students for working in many aspects of a medical office. Construction, definition, spelling, pronunciation and proper written and verbal usage of medical language are emphasized. Students will learn to define, spell, pronounce and use medical terms with application in the many contexts of working in a medical office.

ADMM1110 - Medical Documentation I .... *(4 credits)*
This course covers the fundamentals of healthcare documentation and medical record production, legal and ethical issues and responsibilities, software usage and utilization of medical references in healthcare-related communication and research.

ADMM1122 - Medical Office Procedures .... *(4 credits)*
This course offers hands-on training in the tasks performed by medical administrative personnel in medical office settings. Topics include the role of the medical administrative professional, exploration of health care careers, legal and ethical responsibilities, medical appointments and calendars, professional communication including telephone techniques, reception and registration of patients, electronic health record responsibilities, introduction to billing and insurance procedures, and an introduction to medical office management.

Corequisites:

- ADMM1104 Medical Language Applications I OR HLTH1116 Medical Terminology

ADMM1150 - Medical Billing/Insurance .... *(4 credits)*
This course provides information related to medical billing and health insurance. Topics covered include billing and statement preparation in the medical office, introduction to medical coding, types of health insurance coverage, insurance claim processes and related ethical and legal issues.

Corequisites:

- ADMM1104 Medical Language Applications I OR HLTH1116 Medical Terminology

ADMM1152 - Outpatient Coding .... *(4 credits)*
Medical codes are used to identify procedures and diagnoses that pertain to a patient's health care encounter. This course is an introduction to medical coding and emphasizes coding in medical offices and other outpatient care facilities. Course topics include ICD-10 (International Classification of Disease 10th revision), CPT (Current Procedural Terminology) and HCPCS (Healthcare Common Procedural Coding System), and legal and ethical issues related to outpatient coding practices.

Prerequisites:

- ADMM1104 Medical Language Applications I OR HLTH1110 Introduction to Anatomy & Physiology

ADMM1160 - Medical Documentation II .... *(3 credits)*
This course is an extension of Medical Documentation I, expanding skills in the English language, technology, medical knowledge, proofreading, editing, research and extracting information from healthcare records.

Prerequisites:

- ADMM1104
- ADMM1110

ADMM1200 - Medical Office Technology Tools .... *(2 credits)*
Students will utilize technology that is commonly used in a medical office setting and develop 10-key skills necessary for billing and insurance practices.

ADMM2104 - Medical Language Applications II .... *(3 credits)*
This course is a continuation of Medical Language Applications I and prepares nonclinical students to provide effective written or oral communication in encounters with patients, health care providers and other health care staff. Construction, definition, spelling, pronunciation, and proper written and verbal usage of medical terminology pertaining to pharmacology, surgical and anesthesia procedures, laboratory and pathology, oncology, psychiatry and psychology, and physical and occupational therapy are emphasized. Students will apply medical language knowledge to simulated real-life applications from a medical office environment. In-depth analysis and application of verbal and written communication is covered.

Prerequisites:

- ADMM1104

ADMM2122 - Medical Office Management .... *(3 credits)*
This course examines the many responsibilities of a medical office manager. Whether in a small private practice or a large group practice, a medical office manager must be aware of current regulations in the health care industry and how these regulations affect the operations of a health care organization. Office management, business operations, human resources, financial management and marketing for health care organizations are also explored.

Prerequisites:

- ADMM1122

ADMM2130 - Medical Office Career Insight .... *(2 credits)*
This course explores topics in the health care industry as they impact the medical administrative professional. Students will have the opportunity to focus on local, regional or national topics in preparation for a medical office career. Students will learn to appropriately present their acquired skills, knowledge and personal attributes to prospective health care employers.

Prerequisites:

- ADMM1160

OR

- ADMM1122

ADMM2150 - Medicare Coding and Billing Applications .... *(3 credits)*
This course will teach the principles of Medicare coverage, billing, coding and payment for both inpatient and outpatient services. It will provide students with the knowledge and tools for developing the skills needed to submit accurate claims to Medicare, maintain compliance, prevent potential missed revenue and avoid unnecessary claim and coding denials.

Corequisites:

- ADMM1152

ADMM2320 - Medical Office Capstone .... *(1 credits)*
This course is a capstone experience for students enrolled in a medical administrative program. Medical office responsibilities such as appointment scheduling, registration, health information management, and billing and financial operations are included in this project-based course. It is recommended that students take this course near the end of their program.

Prerequisites:

- ADMM1122

ADMM2500 - Human Disease Applications for Administrative Health Professionals .... *(3 credits)*
Knowledge of human diseases is crucial for administrative health personnel to efficiently and accurately assist health care providers and staff with the many administrative tasks associated with health care treatment. This course focuses on common signs and symptoms of disease affecting the human body including associated procedures, diagnostic testing and treatment. Recognition of emergent and urgent symptoms is addressed. Knowledge of the many aspects of human disease is needed to effectively provide health care support services and interact with patients presenting electronically, verbally or in person with administrative health personnel. Practical applications in communication, documentation and billing for the administrative medical office are emphasized.

Prerequisites:

- HLTH1110

Corequisites:

- HLTH1110

HLTH1110 - Introduction to Anatomy and Physiology .... *(3 credits)*
This course is an introduction to the structure and function of the human body. Focus will be on the study of each individual organ system and the interaction of each system with the rest of the body.

PSYC1200 - General Psychology .... *(3 credits)*
Meets MnTC Goal Areas 5 and 9. This is a comprehensive introductory overview of psychology that studies human behavior and mental processes. Topics include (but are not limited to) research methods, the history of psychology, neuroscience and behavior, developmental psychology, sensation and perception, motivation and emotion, health psychology, learning and memory, personality, social psychology, psychopathology and treatments, and states of consciousness such as sleep and dreams.

PSYC2220 - Abnormal Psychology .... *(3 credits)*
Meets MnTC Goal Area 5. This course is an introduction to the diagnosis, etiology and treatment of maladaptive behavior. The course will include historical and theoretical approaches, prevention and community resources.

PSYC2222 - Lifespan Development .... *(3 credits)*
Meets MnTC Goal Areas 5 and 9. This course is a study of human development from the lifespan perspective, including theories, stages and influences of development. The course views the individual from conception to death through physical, cognitive, social and emotional development.

COMM1120 - Introduction to Public Speaking .... *(3 credits)*
Meets MnTC Goal Area 1. This course clarifies the process of oral communication, clarifies the basic principles of public speaking and allows the student to increase the application of these principles while both speaking and listening.

COMM1130 - Small Group Communication .... *(3 credits)*
Meets MnTC Goal Areas 1 and 2. This course focuses on communication issues in small groups and the importance of small group work in business today. An emphasis will be placed on improving communication skills for successful teamwork, group cohesiveness and the responsibility to group goals and tasks. Students will be provided with opportunities to build their group communication skills through practice.

COMM1140 - Interpersonal Communication .... *(3 credits)*
Meets MnTC Goal Area 1. This course will focus on improving students' abilities to communicate effectively in one-to-one dyadic encounters by providing experience-based instruction. Extensive in-class and out-of-class analyses allow the student to examine his/her own and others' informal social interactions. The long-term goal is for the student to apply interpersonal communication theories to daily interactions and draw his/her own conclusions about the effectiveness of interpersonal communication.

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Program Plan — "Primary"
Locations: Online

1st Fall Term (16 credits)

Courses

Course	Crds
ADMM1104 - Medical Language Applications I	3
ADMM1110 - Medical Documentation I	4
ADMM1122 - Medical Office Procedures	4
ADMM1200 - Medical Office Technology Tools	2
HLTH1110 - Introduction to Anatomy and Physiology	3

1st Spring Term (14 credits)

Courses

Course	Crds
ADMM1150 - Medical Billing/Insurance	4
ADMM1152 - Outpatient Coding	4
ADMM2104 - Medical Language Applications II	3
ADMM2500 - Human Disease Applications for Administrative Health Professionals	3

2nd Fall Term (15 credits)

Courses

Course	Crds
ADMM1160 - Medical Documentation II	3
ADMM2150 - Medicare Coding and Billing Applications...	3

3 credits in one or more of the following:

PSYC1200 - General Psychology	3
PSYC2220 - Abnormal Psychology	3
PSYC2222 - Lifespan Development	3

6 credits in one or more of the following:

COMM1120 - Introduction to Public Speaking	3
COMM1130 - Small Group Communication	3
COMM1140 - Interpersonal Communication	3

2nd Spring Term (15 credits)

Courses

Course	Crds
ADMM2122 - Medical Office Management	3
ADMM2130 - Medical Office Career Insight	2
ADMM2320 - Medical Office Capstone	1

9 credits in one or more of the following:

General Education w/MnTC Goals