

# MEDICAL ASSISTING: ADMINISTRATIVE OPTION - CERTIFICATE OF ACHIEVEMENT

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Plan Code: 3606

An Administrative Medical Assistant assists the physician in caring for the patient in the medical office or clinic. The range of Administrative duties include answering phones, scheduling in and out of office appointments, verifying insurance, greeting patients, insurance billing (CPT and ICD-10 coding), insurance authorizations, vital signs, and processing payments.

## Program Student Learning Outcomes

- Demonstrate administrative medical assistant skills.
- Demonstrate medical office employability skills.

## Program Requirements

Code Number	Course Title	Units
<b>REQUIRED COURSES</b>		
ANAT 41 or BIO 60	Anatomy & Physiology Human Biology	4-5
AH 60	Medical Terminology	3
AH 276	Health Care Law	1
MA 270	Introduction to Medical Assisting	3
MA 288	Medical Assisting Practicum Seminar	1
MA 290	Basic Medical Insurance Billing	3
<b>Subtotal Units</b>		<b>15-16</b>
IN ADDITION, complete ONE of the following Administrative Options:		
Accounting Option		
Database Option		
<b>Subtotal Units</b>		<b>6-7</b>
<b>Total Units</b>		<b>21-23</b>

### Accounting Option

Code Number	Course Title	Units
ACCTG 200	Introduction to Accounting	3
COSA 1	Computer Information Competency	1
COSA 10	Microsoft Word for Windows	3
<b>Subtotal Units</b>		<b>7</b>

### Database Option

Code Number	Course Title	Units
COSA 15	Microsoft Excel for Windows	3
COSA 25	Microsoft Access for Windows	3
<b>Subtotal Units</b>		<b>6</b>