MEDICAL ASSISTING-ADMINISTRATIVE

Certificate of Achievement
Career/Technical (Major Code: 02315)

Prepares students for an entry level career in medical assisting with an administrative emphasis. Students gain an understanding of basic medical terminology, anatomy, physiology, pathology, medical assisting administrative procedures including record management, reception, appointment scheduling, and medical insurance processing. Graduates of the Medical Assisting – Administrative certificate program are prepared for employment in a variety of medical and healthcare settings.

Program Student Learning Outcomes

- Student will demonstrate with health professionals and patients proper oral and written communication skills with use of correct business English and medical terminology, including the ability to explain medical office policy and procedure according to mandated regulations.
- Student will perform front office duties by evaluating medical records for patient and health insurance needs, including the preparation of documents using keyboarding skills for correspondence and claims processing by following basic medical insurance and coding knowledge.
- Student will apply personal skills, positive attitudes, cultural awareness, professional medical ethics, and learned front office practice proficiency with health professionals and patients within the medical setting.

Gainful Employment

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation."

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment (http://www.swccd.edu/gainfulemployment/).

Code	Title	Units
Semester One		
MEDOP 20	HEALTH CARE ESSENTIALS	3
MEDOP 121	ELECTRONIC HEALTH RECORDS	2
MEDOP 230	MEDICAL TERMINOLOGY	3
COMM 174	INTERPERSONAL COMMUNICATION	3
Semester Two		
MEDOP 133	HUMAN STRUCTURES AND FUNCTIONS	4
MEDOP 231	ADMINISTRATIVE MEDICAL ASSISTING PROCEDURES	4
MEDOP 236	PHARMACOLOGY FOR HEALTH CARE PROFESSIONALS	3
Semester Three		
MEDOP 21	CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING	3
MEDOP 23	INTRODUCTION TO MEDICAL BILLING AND CODING	3
MEDOP 135	PATHOPHYSIOLOGY	3
Final Semester		
MEDOP 30	MEDICAL ASSISTING-ADMINISTRATIVE PRACTICUM	3
Total Units		**34**