

## Administrative Medical Assistant

### FACULTY

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<http://www.bates.ctc.edu/AdminMedicalAssistant>

Students prepare for careers as integral members of a health care team in an outpatient setting. Competency-based activities in the program provide extensive hands-on practice for students in the use of computer application skills to create and handle medical information. Medical transcription and terminology, patient administrative services, and professional ethics are presented with emphasis on the billing procedures of the insurance industry. The program also provides extended learning opportunities for persons previously or currently employed in related professions. In addition, work-based learning experiences are available in many medical settings that support the theory presented in the classroom.

**Note:** Program entry is at the beginning of each quarter.

### Certificate of Competency: 63 credits

<b>Administrative Medical Assistant</b>	<u>Credits/Hours</u>
Completion Range: 9-11 Months	
MEDSE 091 Occupational Human Relations	1/20
MAS 092 Occupational Communication	2/40
MEDSE 093 Occupational Math	0.5/10
MAS 096 Using Electronic/Computing Devices	3.5/55
MEDSE 098 Occupational Health & Safety Procedures	1/20
MEDSE 108 Handling Electronic Communications	1/20
MEDSE 109 Business Office Filing	1/12
MEDSE 110 Maintaining Medical Records	1/20
MEDSE 113 Medical Data Base & Spreadsheet Applications	2/30
MEDSE 114 Performing Patient Administrative Services	2/33
MEDSE 115 Processing Medical Insurance	5/85
MEDSE 116 Business Practice Bookkeeping Duties	2.5/40
MEDSE 121 A & P Terminology I	4/66
MEDSE 122 A & P Terminology II	6/100
MEDSE 123 A & P Terminology III	6/100
MEDSE 124 A & P Terminology IV	4/66
MEDSE 151 Medical Transcription I	5/82
MEDSE 152 Medical Transcription II	6.5/108

### Administrative Medical Assistant Elective

MEDSE 112 Performing a Work-Based Learning Experience	5/80
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### General Education Requirements

	<u>Credits</u>
90-level or> Human Relations – HREL, PSYCH, SOC or CMST	3
90-level or> Communications – ENGL or CMST	3
90-level or> Mathematics – MATH	3