

Medical Administrative Assistant

Holland code family: Organizers

Certificate of Completion

www.roguecc.edu/Counseling/HollandCodes/test

About the Program

The two-term Medical Administrative Assistant program will prepare students for entry-level employment in a healthcare setting. Medical administrative assistants are in many ways similar to other administrative assistants, but they have specialized knowledge about healthcare and the specifics about the type of practice for which they work. They are an essential part of running an efficient medical practice. Effective communication with both patients and medical staff, medical terminology, insurance and billing cycles, and general office procedures are included in this program. Students completing this program will be prepared to take the national Certified Medical Administrative Assistant (CMAA) exam, although certification is not an employment requirement at this time.

The U.S. Department of Education requires disclosure of specific information about career and technical certificate programs to prospective students. Data includes Standard Occupational Classification (SOC) codes, graduation rates, tuition and fees, typical costs for books and supplies, job placement rates for students completing the programs, and median loan debt incurred by students completing the programs. For more information visit www.roguecc.edu/GainfulEmployment.

Entry Requirements

Medical Administrative Assistant is a cohort-based program and enrollment is limited. Students are required to complete the Placement Process to determine skill level and readiness in math, reading, and writing. As part of their training program, students must begin with the courses within their skill level as determined by the results of their placement assessment. In addition, students may also be required to enroll in classes that would increase their employability and success. Cohort students must meet certain minimum academic requirements (MTH20, RD90 and WR90 or designated placement scores) before starting the program. Visit www.roguecc.edu/alliedhealth/maa for program application details.

Advanced Standing

Coursework from accredited colleges and universities will be accepted in accordance with college policies and the program coordinator's recommendation. In order to ensure coursework is current, program courses over seven years old must be reviewed and approved by the appropriate program coordinator before being accepted toward core requirements. College Now credit earned in conjunction with local high schools will be accepted in accordance with the current agreement.

Graduation Requirements

These requirements apply only to students admitted to the program during the current academic year. Students contemplating admission in a later year may have different requirements and must obtain the graduation guide or catalog for that year. Students must complete all courses on this graduation guide with a grade of "C" or better to continue in and complete the program and receive their certificates. If certain required courses are graded only on a pass/no pass basis, a grade of "P" for these courses indicate a student earned the equivalent of a "C" or better grade.

What skills will you learn?

Visit <http://go.roguecc.edu/departments/program-learning-outcomes>.

What are the employment opportunities?

Visit <http://www.roguecc.edu/GainfulEmployment>.

Prerequisites

Course No.	Course Title	Credits
CS__	Approved 3-4 credit computer science class, CS120 or above, or documented computer proficiency ¹	0-4
MTH20	Pre-algebra I or designated placement test score	0-4
RD90/WR90	College Reading/Fundamentals of Composition or WR91 Fundamentals of Academic Literacy (WR91 substitutes for both RD90 and WR90) or designated placement test score	0-8

Total Prerequisite Credits 0-16

Required Courses

Course No.	Course Title	Credits
First Term		
AH100	Medical Terminology: Introduction	3
AH105	Communication and Professional Behavior	2



AH120	Medical Administrative Assistant I	4
BT113	Business English I or WR115 Introductory to Expository Writing or higher level composition	3-4 12-13

Second Term

AH121	Medical Administrative Assistant II	4
AH123	Legal and Ethical Issues for Medical Personnel	2
AH130	Concepts in Medical Insurance and Billing	4
BA109	Ready, Set, Work: Techniques for Landing a Job	2
	Approved program elective(s)	0-4 12-16

TOTAL PROGRAM CREDITS

24-29

Approved Program Electives²

(0-4 credits allowed)

Course No.	Course Title	Credits
BI100SB	Biology of Human Body Systems	3
BT111	Conflict Management	2
CG144	Introduction to Assertiveness	1
CG155	Exploring Careers in Health Care	3
EMS165	Introduction to Pharmacology for Health Occupations	2
HCI120	Introduction to the Health Care Industry	3
SP100	Basic Communication	3
SPAN101,102,103	First Year Spanish I, II, III	4-4.4
SRV101	Service Learning	1
WR110	Understanding English Grammar	2

¹ Successful completion of CS120, or otherwise meeting the proficiency requirement within the last 10 years, fulfills this requirement. Contact a computer science advisor to help determine placement.

² Additional prerequisites may apply.

For more information regarding the program and selection process, contact the Allied Health Occupations Department:

Grants Pass or Medford. 541-245-7841
Toll free in Oregon 800-460-6766, Ext. 7841
email alliedhealth@roguecc.edu
Web address www.roguecc.edu/alliedhealth/maa
TTY Oregon Telecom Relay Service, 711

This advising guide is for advising purposes only. Please see current college catalog for additional information on specific college policies and graduation requirements.

RCC is an open institution and does not discriminate. For RCC's non-discrimination policy and a full list of regulatory specific contact persons visit the following webpage: www.roguecc.edu/nondiscrimination.

