
Medical Administrative Assistant

Objective: This program includes extensive instruction in medical terminology, medical office procedures, medical insurance billing and software, claims reimbursement, data protection and transmission with electronic health records software, as well as basic anatomy and physiology. Students completing this course are prepared for front office medical assistant or billing positions in doctors' offices, hospitals, and other medical institutions or facilities requiring a medical background. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

Note: All units in this program are transferable to the Specialized Associate Degree – Administrative Medical Professional program.

Department of Labor Standard Occupational Classification (SOC) Code(s): 31-9092.00 - Medical Assistants and 43-6013.00 - Medical Secretaries

CIP Code(s): 51.0716 – Medical Administrative/Executive Assistant and Medical Secretary

Expected Educational Outcomes: Upon completing the Medical Administrative Assistant program, students will have demonstrated:

1. The critical skills necessary to properly handle front office procedures.
2. Expanded focus regarding current medical issues such as laws, ethics, insurances.
3. Expanded focus regarding insurance billing and coding in an outpatient setting.
4. A knowledge of electronic health records (EHR) and billing software.
5. The important role and responsibilities of a medical administrative assistant.
6. Readiness to sit for the California Certified Medical Assistant, Certified Medical Administrative Specialist, or National Certified Medical Assistant exam to become a Certified Medical Administrative Assistant.

Diploma awarded upon successful completion of all graduation requirements.

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Empire College
Business – Law – Technology – Medical

Medical Administrative Assistant

Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
BMN141	Math Review	24	1.0	MDN250	Medical Office Procedures I	24	2.0
BMN195A	10-Key Keypad	24	1.0	MDN251	Medical Office Procedures II	24	2.0
CMN100	Computer Literacy	24	1.0	MDN255	Medical Assisting Certification Exam Preparation	24	1.0
CMN127B	Introduction to Word I	24	1.0	MDN301A	Diagnostic Coding I	24	2.0
CMN310K	Comprehensive Outlook	24	1.0	MDN301B	Procedural Coding I	24	2.0
ENN101A	Business English - Grammar	24	2.0	MDN301C	Procedural Coding II	24	2.0
ENN101B	Business English - Punctuation	24	2.0	MDN302A	MediSoft I	24	1.0
ENN300A	Business Correspondence I	24	1.0	MDN302B	MediSoft II	24	1.0
GBN101	Career Transitions	24	2.0	MDN305	Medical Insurance Plans	24	2.0
GBN132B	Administration: Records Management	24	2.0	MDN308A	Electronic Health Records I	24	1.0
GBN200A	Human Relations I	24	2.0	MDN308B	Electronic Health Records II	24	1.0
MDN150	Anatomy and Physiology I	24	2.0	MDN400B	Medical Career Preparation	24	1.0
MDN151	Anatomy and Physiology II	24	2.0		Total:	720	46.0
MDN152	Anatomy and Physiology III	24	2.0		Total Weeks/Quarters:	36/3	
MDN161A	Medical Terminology I	24	2.0				
MDN161B	Medical Terminology II	24	2.0				
MDN162A	Introduction to Medical Assisting I	24	1.0				
MDN162C	Introduction to Medical Assisting III	24	1.0				

Keyboarding Speed Graduation Requirement:
40 NWPM