Specialized Associate Degree—Administrative Medical Professional

Objective: This program is designed to train students to become medical administrative assistants. The emphasis on administrative skills includes extensive instruction in medical terminology, medical insurance billing, diagnostic and procedural coding, medical office procedures, electronic health records, basic anatomy and physiology, and pharmacology. In addition, a medical office management class is offered to increase the student's skills in standard management duties and patient information protection and privacy. Students will be instructed in various medical-related software to include data protection and transmission. A 168-hour externship is included.

The general education classes expand a student's potential for assumption of supervisory or management responsibility within a medical setting. The emphasis is placed on communications, critical thinking, human relations, decision making, and other skills required of well-qualified medical personnel. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable medical skills.

Department of Labor Standard Occupational Classification (SOC) Code(s): 31-9092.00 - Medical Assistants; 29-2071.00 - Medical Records and Health Information Technicians; and 43-6013.00 - Medical Secretaries

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

Expected Educational Outcomes: Upon completing the Specialized Associate Degree – Administrative Medical Professional program, students will have demonstrated:

- 1. The critical skills necessary to properly handle front office procedures.
- 2. Expanded focus of medical billing and coding for an out-patient setting.
- 3. An understanding of management concepts and communications, human relations principles, and critical thinking ability as they relate with career success and productivity.
- 4. Expanded focus regarding current medical issues such as laws, ethics, insurances, and electronic health records.
- 5. Knowledge of scope of practice and responsibilities of a medical administrative assistant.
- 6. Readiness to sit for the Certified Professional Coder, Apprentice Status (CPC-A) exam or the Certified Coding Specialist (CCS), and the California Certified Medical Assistant (Basic and Administrative) or national Certified Medical Administrative Specialist exams.

Specialized (Occupational) Associate Degree awarded upon successful completion of all graduation requirements.

Specialized Associate Degree—Administrative Medical **Professional**

Program Outline: Core Classes

			Qtr.				Qtr.
Class No.	Class Title Ho	ours	Units	Class No.	Class Title Ho	ours	Units
ACN160A	Fundamentals of			MDN310	Advanced Medical Coding	24	2.0
	Accounting IA	24	2.0	MDN311	Health Information		
ACN16LA	Fundamentals of				Management	24	2.0
	Accounting IA Lab	24	1.0	MDN312	Medical Coding Apprentice-		
ACN160B	Fundamentals of				ship Certification		
	Accounting IB	24	2.0		Preparation	24	2.0
BMN141	Math Review	24	1.0	MDN400B	Medical Career Preparation	24	1.0
BMN142	Business Math	24	2.0	MDN401 *	Medical Externship	168	5.5
BMN195A	10-Key Keypad			RXN141A	Basic Health Care Math	24	2.0
CMN127B	Introduction to Word I	24	1.0	RXN175A	Principles of Pharmacology	24	2.0
CMN166A	Beginning Excel	24	1.0	RXN185A	Pharmacology by Body		
CMN185A		24	1.0		Systems I	24	2.0
CMN310K	Comprehensive Outlook	24	1.0	RXN185B	Pharmacology by Body		
ENN101A		24	2.0		Systems II	24	2.0
ENN101B	Business English -			General Edu	estion		
	Punctuation	24	2.0	CMN100	Computer Literacy	24	1.0
ENN300A	Business Correspondence I	24	1.0	ENN303A	1 ,	4	1.0
GBN101	Career Transitions	24	2.0	ENNSUSA	Management Communica-	2.4	2.0
GBN132B	Administration: Records			ENINIOOD	tions I	24	2.0
	Management	24	2.0	ENN303B	Management Communica-	2.4	2.0
MDN150	Anatomy and Physiology I	24	2.0	CRNICEO	tions II	24	2.0
MDN151	Anatomy and Physiology II		2.0	GBN050	Information Literacy	24	2.0
MDN152	Anatomy and Physiology III		2.0	GBN200A	Human Relations I	24	2.0
MDN160A				GBN200B	Human Relations II	24	2.0
	Transcription I	24	1.0	MAN101	Introduction to Algebra	24	2.0
MDN161A	Medical Terminology I	24	2.0	PHN101A	Ethics in Technology and	2.4	2.0
MDN161B		24	2.0		Society	<u>24</u>	<u>2.0</u>
MDN162A					Program Total: 1-	440	92.5
	Assisting I	24	1.0		_	2/6	
MDN162B	Intro. to Medical Assisting II	24	1.0				
MDN162C	Intro. to Medical Assisting III	24	1.0	Keyboardin	g Speed Graduation Requireme	ent:	
MDN250	Medical Office Procedures I	24	2.0	40 NWPM			
MDN251	Medical Office Procedures II	24	2.0				
MDN253	Medical Office Management		2.0				
MDN255	Medical Assisting Certifica-			* See eligibi	lity requirements under "Class	s	
	tion Exam Preparation	24	1.0	_	s" in the Course Catalog.		
MDN301A	*	24	2.0	1			
	Procedural Coding I	24	2.0				
MDN301C	Procedural Coding II	24	2.0				
MDN302A	MediSoft I	24	1.0				
MDN302B	MediSoft II	24	1.0				
MDN305	Medical Insurance Plans	24	2.0				
MDN306	Claims Reimbursement	24	2.0				
MDN308A	Electronic Health Records I		1.0				
MDN308B	Electronic Health Records II		1.0				
	I		1.0				