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## **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.

