

Course Name: Medical Administrative Assistant

Contact Hours: 120

Number of Sessions: 40

Number of Hrs./Session: 3

Mode of Instruction: Classroom/Virtual

**Course Description:**

This course thoroughly prepares students for the administrative skills medical administrative students need to know. This program integrates all of the front office topics and skill competencies required for today's industry standards. This program also covers material dealing with medical offices, medical records, management skills, client service skills and responsibilities, client education, and legal/ethical issues.

This course prepares students for the nationally certified Medical Administrative Assistant examination, which is administered by the National Healthcareer Association.

Texts: MAA Bundle (Text & Workbook) - 978-0323473842

Mastering Healthcare Terminology 6th Ed., ISBN: 978-0323596015

**Course Outline:**

1. Introduction to Healthcare
2. Introduction to Health Insurance
3. Medical Terminology
4. Medical Laws and Ethics
5. Customer Service for the Healthcare Professional
6. Introduction to Computers
7. Medical Keyboarding
8. Computer Applications
9. Business Writing and Communications
10. Fundamentals of Mathematics
11. Accounting and Finance for the Medical Office
12. Medical Office Skills I
13. Medical Documentation
14. Certification Exam Review