



## Associate of Applied Science Medical Administrative Assistant

### Medical Administrative Assistant Program

The medical profession is rapidly changing, and with these changes comes the need for highly skilled support personnel. Crowder's Associate of Applied Science Medical Administrative Assistant degree is designed to prepare individuals for employment as office support staff and medical transcriptionists in a variety of health care settings including private medical practices, hospitals, clinics, public health departments, government agencies, or insurance firms. Students develop important career skills in typing/transcription, document filing/processing, medical billing and coding, medical records handling, and medical office procedures. It provides training for both first-time job seekers and experienced employees who wish to advance in their careers.

### Program Outcomes

- Demonstrate the use of medical coding, transcription, and medical specific software
- Support management in medical office administration
- Prepare and manage business documents
- Demonstrate business communication skills
- Utilize appropriate office technology and software
- Execute duties of a medical office administrator
- Practice professional interpersonal relations with diverse patients/client customers using a knowledge of medical, legal, and ethical issues
- Demonstrate the use of medical terminology

### Potential Careers

- Medical Administrative Assistant
- Medical Transcriptionist
- Medical Office Assistant
- Medical Office Manager
- Medical Records Technician
- Medical Scribe

### Salary

For salary and wage information, visit [missourieconomy.org](http://missourieconomy.org) or [bls.gov](http://bls.gov)

### Contact

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For a Current Course of Study and Suggested Plan of Study, visit: <http://www.crowder.edu/business>

For our current catalog, visit: <http://www.crowder.edu>

# Medical Administrative Assistant

## SUGGESTED PROGRAM OF STUDY

At the center of every busy medical office is a team of trained professionals who work with patient records, medical documents, and other medical office matters. The Medical Administrative Assistant program at Crowder College is designed to prepare students with the knowledge, technical skills, and work habits required to pursue entry-level positions in medical offices.



FIRST YEAR			SECOND YEAR			
<u>Fall Semester</u>			Hours	<u>Fall Semester</u>		Hours
COLL 101	College Orientation	1	BSAD 130	Business Communications*	3	
BSAD 121	Business Math *	3	OA 215	Medical Terminology	3	
ENGL 101	English Composition I* (or ENGL 100)	3	OA 115	Customer Service (Fall only)	3	
BMGT 223	Business Ethics	3	BSAD 219	Database Management* (Fall only)	3	
OA 107	College Keyboarding (Fall only)	3	OA 200	Word Processing (Fall only)	3	
SPCH 101	Fundamentals of Speech*	3		<b>Total</b>	<b>15</b>	
	<b>Total</b>	<b>16</b>				
			<u>Spring Semester</u>			
			BSAD 103	Professional Development	2	
			HIT 220	ICD Coding* (Spring only)	3	
BSAD 125	Computer Applications	3	HIT 230	CPT Coding* (Spring only)	3	
	English Composition II* (or ENGL 101, 203*)	3	OA 208	Medical Transcription* (Spring only)	3	
ENGL 102			OA 212	Medical Office Procedures (Spring only)	3	
HIST 106	U.S. History I (or PLSC 103, 104*)	3	OA 233	Medical Office Internship	2	
OA 102	Filing Systems/Records Mgt (Spring only)	3		<b>Total</b>	<b>16</b>	
ACCT 101	Practical Accounting ( or ACCT 201)	3		<b>TOTAL HOURS REQUIRED</b>	<b>62</b>	
	<b>Total</b>	<b>15</b>				

\*Prerequisite required

### Getting Started

- **Complete an Application for Admission**—\$25 application fee must accompany your application. Applications may be completed online by clicking the Apply Now! link
- **Take a Placement Exam**—(COMPASS or ACT) COMPASS is a computerized placement exam that will help your academic advisor place you in the correct English, Reading and Math classes. Call 417-455-5602 or any off-campus site to schedule a testing time. For more information concerning COMPASS, please visit our website.
- **Review the Schedule of Classes**—This will give you a chance to become familiar with the types of classes Crowder College has to offer. Check out the Course Schedules under the Academics tab on the “My Crowder” link.
- **Enroll During Open Enrollment**—Check the website or Announcements for current dates.
- **Provide Your Academic History** -Have your high school transcript or GED scores, plus any previous college transcripts, sent to our Records Office.
- **Make Payment Arrangements**—Payment arrangements must be made by the first day of regular enrollment: cash, payment plan, scholarship, financial aid. Apply for financial aid online at [www.fafsa.gov](http://www.fafsa.gov), Crowder College School Code: 002459. All A+ Program and CAMP students must complete the FAFSA.
- **Financial Aid** Various forms of financial aid are available to qualified students, including scholarships, loans and grants. Scholarship information and applications are available on the Crowder College website: [www.crowder.edu](http://www.crowder.edu). Students may complete the Free Application for Federal Student Aid online at: [www.fafsa.gov](http://www.fafsa.gov)