MEDICAL INFORMATION TECHNOLOGY - MEDICAL ADMINISTRATIVE ASSISTING A.A.S.

Michelle Boller, Director

Medical administrative assistants are critical to a healthcare facility. They are the first person a patient talks to or meets when they come in for care. This program offers students a career in this fascinating and high-demand medical field. According to the Bureau of Labor Statistics, positions in these medical areas are expected to increase over 20 percent in the next several years.

In the first year of this program students will receive the Medical Reception certificate. Upon completion, students will continue to develop skills to:

- Effectively and confidentially communicate with patients, maintain patient records, schedule appointments, and transcribe letters and patient chart notes
- Post charges and payments and submit insurance claims using current coding procedures
- Create and update the office procedures manual, assist in improving work flow and office efficiencies, and supervise and communicate with office personnel

Graduates are prepared for employment in clinics, hospitals, private practices, insurance companies, and work-at-home opportunities. Students successfully completing the program are awarded the Associate of Applied Science degree. Students may enter either Autumn or Spring semester.

Associate of Applied Science - Medical Information Technology; Medical Administrative Assist Concentration

Missoula College

Degree Specific Credits: 64

Required Cumulative GPA: 2.0

Catalog Year: 2017-2018

Note: See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Summary

Degree Core Courses	61
Math Requirements	3
Total Hours	64

Degree Core Courses

Rule: All Courses Required

Note: Substitutions are approved at the discretion of the program director.

ACTG 100	Essentials of Accounting	4
or ACTG 101	Accounting Procedures I	
AHMS 108	Health Data Content & Struct	2
AHMS 144	Medical Terminology	3
AHMS 156	Medical Billing Fundamentals	3
AHMS 175	Medical Law & Ethics	2
AHMS 220	Medical Office Procedures	4
AHMS 252	Computerized Medical Billing	3
AHMS 298	Medical Info Internship	3
AMGT 145	Records Management	2
AMGT 240	Admin Support for the Office	3
BIOH 112	Human Form and Function I	3
BMGT 216	Psych of Mgmt & Supervision	4
BMGT 245	Customer Service Management	4
CAPP 120	Introduction to Computers	3
CAPP 154	MS Word	3
CAPP 156	MS Excel	3
CAPP 254	Advanced MS Word	3
COMX 115S	Introduction to Interpersonal Communications	3
WRIT 121	Intro to Technical Writing	3
or WRIT 101	College Writing I	
Total Hours		58

Minimum Required Grade: C-

Math Requirements

Rule: Any Math Course M 105 or above

Minimum Required Grade: C-

3 Total Credits Required