

ASSOCIATE OF APPLIED SCIENCE (AAS)

# Medical Administrative Assistant

The Medical Administrative Assistant program is a hybrid program offered partially online and on campus and can be completed in as little as two years. Don't stop at Medical Administration—you can earn your Medical Coding certificate and Medical Assistant degree at the same time to help expand your career options.

## Why study to be a medical administrative assistant?

You can help build the health care system of tomorrow while building a successful career for yourself. Big changes are underway in the way Americans deliver, consume, and pay for health care.

## Career choices

Medical administrative assistants perform routine administrative and clinical tasks including answering the phone, greeting patients, updating and maintaining patient medical records, processing insurance forms, scheduling patient appointments or medical procedures, coordinating lab services, transcription, and coding. Some career options include:

- Hospitals
- Outpatient clinics
- Surgical centers
- Physician private practices
- Chiropractors

## Focused courses for your degree

This program focuses on courses specifically for medical assisting and include fewer of the general education courses required for a certificate or AAS degree. You will study the basic understanding of human diseases and appropriate interventions within the medical administrative assistant field, as well as hands-on clinical experience.



## COURSES REQUIRED

### Medical Administrative Assistant (AAS)

<b>Freshman Year</b>	<b>Fall</b>	<b>Spring</b>
AH 134 Medical Disorders.....	3 cr	
AH 171 Medical Terminology.....	3 cr	
BOTE 209 Office Management.....	3 cr	
CSCI 101 Introduction to Computers.....	3 cr	
Wellness elective .....	1 cr	
UNIV 105 First Year Experience .....	1 cr	
AH 137 Clinical Specialties.....		2 cr
AH 138 Medical Coding I.....		3 cr
AH 139 Medical Coding II.....		3 cr
BADM 202 Principles of Management .....		3 cr
COMM 110 Fundamentals of Public Speaking .....		3 cr
Math Elective.....		3 cr

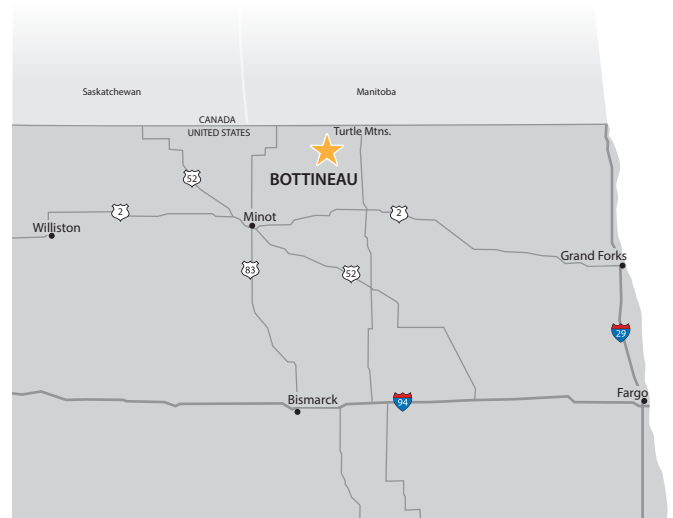
<b>Sophomore Year</b>	<b>Fall</b>	<b>Spring</b>
AH 231 Healthcare Law and Ethics.....	3 cr	
AH 287 Computer App. in Healthcare.....	3 cr	
ACCT 200 Elements of Accounting I.....	3 cr	
BIOL 115 Concepts of Anatomy and Phys .....	4 cr	
ENGL 110 College Composition I.....	3 cr	
AH 222 Medical Transcription I.....		3 cr
BOTE 210 Business Communications.....		3 cr
PHRM 215 Intro to Pharmacology .....		3 cr
Art/Hum/Social Science Elective .....		3 cr
AH 297 Internship .....		4 cr

All courses subject to change.



## DAKOTA COLLEGE AT BOTTINEAU VISION

Dakota College at Bottineau is rooted in the past and grows towards the future by combining the best from the *Past, Present, and Future* to provide students with innovative educational opportunities. The campus will emphasize a knowledge and appreciation of *Nature*, implement a rapidly changing *Technology*, and prepare students to go *Beyond* and improve the quality of life.



## CONTACT INFORMATION



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