
Medical Administrative Assistant

Objective: This program includes extensive instruction in medical terminology, medical office procedures, medical insurance billing and software, claims reimbursement, data protection and transmission with electronic health records software, as well as basic anatomy and physiology. Students completing this course are prepared for front office medical assistant positions in doctors' offices, hospitals, and other medical institutions or facilities requiring a medical background. In addition to medical office procedures, qualified students participate in a 168-hour externship. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

Note: All units in this program are transferable to the Specialized Associate Degree – Medical Assistant program.

Expected Educational Outcomes: Upon completing the Medical Administrative Assistant program, students will have demonstrated:

1. The critical skills necessary to properly handle front office procedures.
2. Expanded focus regarding current medical issues such as laws, ethics, insurances.
3. Expanded focus regarding insurance billing and coding in an outpatient setting.
4. A knowledge of electronic health records (EHR) and billing software.
5. The important role and responsibilities of a medical administrative assistant.
6. Readiness to sit for the California Certified Medical Assistant or Registered Medical Assistant exam to become a Certified Medical Assistant.

Diploma awarded upon successful completion of all graduation requirements.

Empire College
3035 Cleveland Avenue
Santa Rosa, CA 95403
707-546-4000
www.empcol.edu

Empire College
Business – Law – Technology – Medical

Medical Administrative Assistant

Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
ACN160A	Fundamentals of Accounting IA	24	2.0	MDN162A	Introduction to Medical Assisting I	24	1.0
ACN161A	Fundamentals of Accounting IA Lab	24	1.0	MDN162B	Introduction to Medical Assisting II	24	1.0
ACN160B	Fundamentals of Accounting IB	24	2.0	MDN162C	Introduction to Medical Assisting III	24	1.0
ACN161B	Fundamentals of Accounting IB Lab	24	1.0	MDN250	Medical Office Procedures I	24	2.0
BMN141	Math Review	24	1.0	MDN251	Medical Office Procedures II	24	2.0
BMN142	Business Math	24	2.0	MDN301A	Diagnostic Coding I	24	2.0
BMN195A	10-Key Keypad	24	1.0	MDN301B	Procedural Coding I	24	2.0
CMN100	Computer Literacy	24	1.0	MDN301C	Procedural Coding II	24	2.0
CMN127B	Introduction to Word I	24	1.0	MDN302A	MediSoft I	24	1.0
CMN185A	QuickBooks Pro I	24	1.0	MDN302B	MediSoft II	24	1.0
ENN100A	Business English IA - Grammar	24	2.0	MDN305	Medical Insurance Plans	24	2.0
ENN100B	Business English IB - Grammar	24	2.0	MDN306	Claims Reimbursement	24	2.0
ENN200A	Business English IIA - Punctuation	24	2.0	MDN308A	Introduction to the Paperless Medical Office	24	1.0
ENN200B	Business English IIB - Punctuation	24	2.0	MDN308B	Application of the Paperless Medical Office	24	1.0
ENN300A	Business Correspondence I	24	1.0	MDN400B	Medical Career Preparation	24	1.0
ENN300B	Business Correspondence II	24	1.0	MDN401 *	Medical Externship	<u>168</u>	<u>5.5</u>
GBN050	Information Literacy	24	2.0		Total:	1200	73.5
GBN101	Career Transitions	24	2.0		Total Weeks/Quarters:	60/5	
GBN132B	Administration: Records Management	24	2.0	Keyboarding Speed Graduation Requirement:			
GBN200A	Human Relations I	24	2.0	40 NWPM			
GBN200B	Human Relations II	24	2.0	* See eligibility requirements under "Class Descriptions" in the Course Catalog.			
GBN200C	Human Relations III	24	2.0				
MDN150	Anatomy and Physiology I	24	2.0				
MDN151	Anatomy and Physiology II	24	2.0				
MDN152	Anatomy and Physiology III	24	2.0				
MDN160A	Beginning Medical Transcription I	24	1.0				
MDN161A	Medical Terminology I	24	2.0				
MDN161B	Medical Terminology II	24	2.0				