

Medical Administrative Assistant Career Pathway Certificate

Less-Than-One-Year Certificate of Completion

The Medical Office Administrative Assistant Certificate prepares students for a supporting role as a medical receptionist, information clerk, or medical secretary. Students will perform administrative duties in a medical, clinical, or healthcare related office environment.

Students develop skills in medical office procedures and tasks, along with medical terminology, keyboarding, editing and formatting, office software applications, office computations, records management, medical insurance and billing, medical legal and ethical issues, electronic health records, oral and written communication, critical thinking, team building, and problem solving. The certificate is available online or hybrid format. This certificate aligns with the Health Information Management Associate of Science degree.

Program Learning Outcomes

Upon successful completion of the certificate, students will be able to:

- Interact in a caring and respectful manner with patients, families, and the health care team.
- Establish and manage office procedures and implement medical documentation systems using appropriate medical terminology.
- Verify and apply billing and revenue tasks
- Uphold legal and ethical standards and confidentiality for patient privacy.
- Assist physicians with reports, articles and conference proceedings

Program Requirements

Number of credit hours necessary for completion: **28**

Communications

Information Systems

- [CAS 133 - Intro to Computing Skills](#) **3.00 credits**
- [CAS 133L - Intro to Computing Skills Lab](#) **1.00 credit**
- [CAS 245 - Office Systems & Procedures](#) **3.00 credits**
- [CAS 245L - Office Systems & Procedures Lab](#) **1.00 credits**
- [CAS 247 - Advanced Business Applications](#) **3.00 credits**
- [CAS 247L - Advanced Business Applications Lab](#) **1.00 credits**

Technical Core

- [HIM 104 - Intro to Health Data and Content I](#) **2.00 credits**
- [HIM 105 - Legal & Ethical Aspects of Healthcare](#) **3.00 credits**

- [HIM 232 - Medical Insurance & Billing Applications](#) **4.00 credits**
 - [HIM 292 - Exam Review - EHR](#) **1.00 credits**
 - [MDA 101 - Medical Terminology I](#) **3.00 credits**
 - [MDA 102 - Medical Terminology II](#) **3.00 credits**
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KLAMATH COMMUNITY COLLEGE

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Fall Term 2021

On Campus Courses

CGS100.03	College Survival & Success	M, W, F	1:00 - 1:50
CAS133.02	Intro to Computing Skills Lecture	M, W	2:00 - 3:20
CAS133L.02	Intro to Computing Skills Lab	T, R	2:00 – 3:20
HIM105.01	Legal & Ethical Aspects of Healthcare	M, W, F	2:00 – 2:50

Online Courses

CGS100.01DE	College Survival & Success		
CAS133.01DE	Intro to Computing Skills Lecture		
CAS133L.01DE	Intro to Computing Skills Lab		
CAS170.01DE	Spreadsheets (Prerequisite: CAS 133)		
	(This course is <u>recommended</u> for CAS245 and a <u>prerequisite</u> for CAS247)		
HIM104.01DE	Intro to Health Data and Content I		
MDA101.01DE	Medical Terminology I		



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Winter Term 2022

Online Courses

CAS170.01DE	Spreadsheets (Recommended: Successful completion of MTH020 or Higher) (Prerequisite: CAS133) (This course is recommended for CAS245 and a prerequisite for CAS247)
MDA101.01DE	Medical Terminology I
MDA102.01DE	Medical Terminology II (Prerequisite: MDA101 with a grade of "C" or better)



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Spring Term 2021

Online Courses

CAS216.01DE	Word Processing (Recommended: Successful completion of CAS133, and 25 wpm keyboarding proficiency)
HIM105.01DE	Legal & Ethical Aspects of Healthcare
MDA102.01DE	Medical Terminology II (Prerequisite: MDA101 with a grade of “C or better)