

ADMINISTRATIVE MEDICAL ASSISTING CERTIFICATE

This certificate prepares students for administrative duties in a health care setting. Students will develop the skills and knowledge required to effectively perform health care office functions including patient scheduling, insurance and reimbursement procedures, and office recordkeeping, while adhering to legal and ethical standards in the field.

Required Courses are listed in the order in which we recommend you take them.

- First Semester Seminar
 - INT 1050 - Dimensions of Self & Society
- AHS 1045 - Introduction to Health Care
- ENG 1061 - English Composition
- CIS 1041 - Computer Applications
 - or
 - CIS 1430 - Spreadsheets
- BIO 1140 - Human Biology
- AHS 1205 - Medical Terminology
- AHS 2121 - Medical Billing & Coding I
- AHS 2122 - Medical Billing & Coding II
- AHS 2200 - Administrative Medical Assisting
- AHS 1810 - Administrative Medical Assisting Internship
- Background Check and BLS for Healthcare Providers also required

Total Credits: 30