# PROGRAM OF STUDY

## Medical Administrative Assistant Associate in Science Degree

Upon completion of this degree, the student will be able to register new patients and assist with form completion, retrieve charts, enter patient data and demographics into a computer database, perform various typing requests, maintain and file treatment records, prepare schedules, call patients with appointment reminders, answer phones and route messages, call the pharmacy for prescription order refills and arrange for a patient's hospital admission. They will also be able to make sure copies of lab test results are mailed to patients and demonstrate the ability to meet deadlines and handle multiple tasks. Keyboarding and computer skills, knowledge of word processing applications, thorough knowledge of medical terminology, efficient filing skills, basic grammar, spelling and arithmetic, knowledge of the scheduling, registration, or admission process and excellent customer services skills are learned and practiced in this program.

| Required courses - 27.5 units | | Units |
|---|---|---|
| OT1 | Computer Basics | 1.5 |
| OT6 | Data Entry Essentials | 1.5 |
| OT10 | Medical Terminology | 3 |
| OT11A | Microsoft Word Essentials | 1.5 |
| OT11C | Word Processing Projects | 1.5 |
| OT12A | Microsoft Excel Essentials | 1.5 |
| OT12C | Spreadsheet Projects | 1.5 |
| OT13A | Microsoft Access Essentials | 1.5 |
| OT16 | Preparing for a Job Interview | 1 |
| OT17 | Job Retention and Responsibilities | 1 |
| OT28 | Medical Office Management Software | 1.5 |
| OT41 | Medical Administrative Assistant | 3 |
| OT42 | Medical Document Preparation | 3 |
| OT44 | Filing Procedures | 2 |
| OT150 | Beginning Keyboarding | 1 |
| OT151 | Championship Keyboarding | 1 |
| OT152 | Speed Typing | 1 |

## Total Units 28

Effective Term: Spring 2017