

CERTIFICATE/ASSOCIATE DEGREE*

MEDICAL ADMINISTRATIVE ASSISTANT

Run The Whole Operation Stat.

Medical administrative assistants perform vital functions that keep medical offices running efficiently and keep day-to-day operations of medical facilities on track. Medical administrative assistants perform clerical functions such as answering telephones, assisting patients with paperwork, scheduling appointments and obtaining referrals.

The Carrington College® Medical Administrative Assistant† certificate and degree programs prepare students for entry-level employment in a medical or dental office or other health-related professional office setting. The program focuses on the practice of various medical office skills and equips students with the skills and knowledge required to adhere to the legal, ethical and regulatory standards of medical records management. In addition, medical terminology, introduction to anatomy, pharmacology, professional development, and the measuring of vital signs are covered. The program culminates in a Certificate of Achievement or Associate of Science degree in Medical Administrative Assistant.

According to Onet OnLine, employment for graduates in this field is expected to grow 22% from 2012-2022.‡



Duties May Include:

- Planning, directing, coordinating and supervising the delivery of health care
- Establishing and implementing policies, objectives and procedures
- Evaluating personnel and work quality
- Developing reports and budgets
- Coordinating activities
- Billing and collection
- Directing patient flow

Possible Employment Opportunities:

- Physicians offices
- Dental offices
- Residential care facilities
- Nursing homes
- Chiropractic offices
- Optometrists offices
- Podiatrists offices
- Public and private hospitals
- Outpatient facilities

For comprehensive consumer information visit carrington.edu/cc/maa

* Program availability varies by location. Carrington College reserves the right to update information as it becomes available. Information is current at the time of printing. For the most updated information, visit carrington.edu.

† Formerly called Health Care Administration

‡ <http://www.onetonline.org/link/summary/43-6013.00>



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COLLEGE®

877-623-1442
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CERTIFICATE/ASSOCIATE DEGREE - MEDICAL ADMINISTRATIVE ASSISTANT

Student Learning Outcomes

Upon completion of the Medical Administrative Assistant* program, graduates will be able to:

- Demonstrate the skills and knowledge required to perform medical office procedures and administration and medical records management within the health care setting.
- Communicate with patients and other professionals and visitors in the health care setting.
- Provide patient and client information and instructions.
- Maintain supplies and equipment as it relates to a medical setting.
- Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

PROGRAM REQUIREMENTS – Citrus Heights, Sacramento, Stockton

Medical Administrative Assistant Courses		Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
MAA 1	Anatomy, Physiology and Terminology	54	0	0	3.5
MAA 101	Health Care Clinical Applications	23	31	0	2.5
MAA 2	Computer Operations	54	0	0	3.5
MAA 102	Computer Office Applications	23	31	0	2.5
MAA 3	Medical and Dental Insurance	54	0	0	3.5
MAA 103	Insurance Applications	23	31	0	2.5
MAA 4	Health Care Office Procedures 1	54	0	0	3.5
MAA 104	Health Care Office Procedures Applications 1	23	31	0	2.5
MAA 5	Health Care Office Procedures 2	54	0	0	3.5
MAA 105	Health Care Office Procedures Applications 2	23	31	0	2.5
CDV 198.2	Career Development Seminar (online course)	30	0	0	2
MAA 501	Externship	0	0	180	4
Total for Certificate		415	155	180	36 [†]
General Education Courses		Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ENG 101	English Writing and Composition	45	0	0	3
MAT 101	Principles of Mathematics	45	0	0	3
MAT 151	College Algebra	45	0	0	3
PSY 101	Introduction to Psychology	45	0	0	3
SOC 101	Introduction to Sociology	45	0	0	3
HUM 250	Introduction to Humanities	45	0	0	3
SCI 210	Environmental Science	45	0	0	3
CLT 100	Computer Literacy	45	0	0	3
Total for General Education Courses		360	0	0	24
Total for Degree		775	155	180	60

[†] 750 Clock Hours

Approximate time to complete the certificate program: 36 weeks (not including breaks)

Approximate time to complete the associate degree program: 66 weeks (not including breaks)