

# Medical Administrative Assistant

CERTIFICATE OF ACHIEVEMENT

## About This Program

Medical administrative assistants perform vital functions that keep medical offices running efficiently and keep day-to-day operations of medical facilities on track. They also assist the medical practice with daily office operations including ordering supplies, bookkeeping and sorting mail. Medical administrative assistants have versatile roles and can work in many types of practices.

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.

Visit [carrington.edu/student-consumer-info/](http://carrington.edu/student-consumer-info/) for important information on program outcomes.

Program availability varies by location. Carrington College reserves the right to update information as it becomes available. For the most updated information, visit [carrington.edu](http://carrington.edu).

## General Education Coursework

Students in Carrington College's certificate programs complete technical coursework and participate in an online career development seminar course.

## Technical Coursework

Students begin the program by building a foundation of knowledge and then develop specific skills. Classes focus on two spheres of knowledge. The first concerns subjects such as medical terminology, anatomy, health insurance and medical law and ethics. The second concentrates on a variety of topics including specific billing systems, medical coding, scheduling and business communication.

Total coursework for certificate (credit hours)	36
Certificate Program Length	36 weeks (not including breaks)

Carrington's academic catalog, available at [carrington.edu/carrington-college/catalog](http://carrington.edu/carrington-college/catalog), provides the most current and detailed program information, including admission and graduation requirements.

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## Careers in Medical Administration Assisting

Carrington's Medical Administrative Assistant program prepares students for entry-level employment in a medical or dental office or other health-related professional office setting as medical administrative assistants, secretaries, receptionists and information clerks.

## Knowledge and Skills

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
- Demonstrate the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

## Accreditation, Approvals and Program Availability

Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC), 10 Commercial Blvd., Suite 204, Novato, CA 94949, 415 506 0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the US Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at [accjc.org](http://accjc.org).

For comprehensive information on Carrington's accreditation, licenses and approvals, visit [carrington.edu/accreditation](http://carrington.edu/accreditation).

The Medical Administrative Assistant program is offered to new students online and at the following campuses:

GLENDALÉ LEARNING  
CENTER, AZ\*

SACRAMENTO, CA  
STOCKTON, CA

\* Certificate is awarded from the Phoenix campus.

