



## Medical Administrative Practices Certificate

**Program:** Office Administration

**Program Code:**

MP

**Academic Area:**

Business and Experiential Education

**Type:**

Certificate of Achievement

**CIP Code:**

51.0716

### Program Statement

The Medical Office Certificate program concentrates primarily on the MAA and OFC core courses and prepares students to work as a medical administrative assistant for doctors or dentists, in hospitals, health agencies, or related fields. The duties of a medical administrative assistant include patient intake of demographic information, scheduling appointments, answering telephone inquiries, verifying insurance eligibility, handling payments, working in the patient EMR and more. Students develop skills in medical software, medical terminology, speech and text editing, medical insurance forms preparation, medical office procedures, and master employment readiness skills.

### Program Information

- Some courses in this certificate align with the Associate in Science in Office Administration - Executive Administrative Assistant.
- Medical Assisting (MAA) courses are offered mainly during the day in Fall River in a hybrid, distance-learning format, a combination of online and face-to-face instruction. All other courses can be offered online, face to face (day or evening) or in a hybrid, distance learning format.
- When selecting courses for this program, it's essential to choose those that align with your career goals and provide a well-rounded foundation in administrative skills. Students are encouraged to follow the recommended course sequence and speak with an Advisor or the Department Chair about course selection.
- MAA101: Medical Terminology should be taken in semester one as it is a pre-requisite for other MAA courses.

### After Bristol

Upon completion of the Medical Office Certificate program, graduates emerge with a well-rounded skill set directed towards success in the healthcare industry. Complete with comprehensive knowledge in medical terminology, billing, and office management, these individuals are prepared to integrate into medical practices, hospitals, clinics, and other healthcare settings. They become adept at handling electronic health records, coordinating patient appointments, and managing the administrative intricacies of healthcare settings. Whether working in a primary care office or specialized medical facility, those with a medical administrative assistant degree contribute significantly to the efficiency and organization of healthcare operations, ultimately facilitating the delivery of quality patient care.

### Program Requirements



<b>Course #</b>	<b>Title</b>	<b>Credits</b>
BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
MAA 101	Medical Terminology	3
MAA 102	Medical Transcription	3
MAA 204	Medical Insurance Forms Preparation	3
MAA 205	Medical Office Procedures	3
MAA 209	Medical Office Portfolio Development	1
OFC 117	Introduction to Computers and Software Applications	3
OFC 120	Text Editing	3

## Recommended Course Sequence - Semester 1

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
MAA 101	Medical Terminology	3
MAA 102	Medical Transcription	3
MAA 204	Medical Insurance Forms Preparation	3
OFC 120	Text Editing	3

## Recommended Course Sequence - Semester 2

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
MAA 205	Medical Office Procedures	3
MAA 209	Medical Office Portfolio Development	1
OFC 117	Introduction to Computers and Software Applications	3
	<b>Total credits:</b>	<b>30</b>