



## Medical Administrative Practices Certificate

### Program Goal Statement

This fast-track certificate program concentrates primarily on the MAA core courses and prepares students to work as a medical administrative assistant for doctors or dentists, in hospitals, health agencies, or related fields. Some of 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 computers, medical software, medical terminology, text editing, medical transcription, medical insurance forms preparation, medical office procedures and master employment readiness skills. (Having prior medical office experience is a plus.)

### Program Information

- All credits transfer into the Office Administration Associate degree - Medical Administrative Assistant option.
- MAA courses are offered primarily during the day in Fall River in a hybrid, distance learning format which is 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.

### Recommendations

- OFC 102 can be waived" by a demonstrated keyboarding speed of 20 words per minute based on a two-minute timing administered by the Office Administration Department Chair. OFC 102 is a prerequisite for OFC 113.
- Take MAA 101 (Medical Terminology) before BIO 115 (Survey of Human Anatomy & Physiology).
- Take OFC 120 (Text Editing) before MAA 102 (Medical Transcription).

### Admission Requirements

- High school diploma or state-approved high school equivalency credential.

### Related Programs

- Office Administration Associate degree - Medical Administrative Assistant option
- Medical Transcription Certificate Program

**Subject:** Office Administration

**Type:** Certificate

### Campus

**Campus:**

Fall River



Item #  
Title  
Credits

## Program Requirements

Item #	Title	Credits
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 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Computers and Software Applications	3
OFC 120	Text Editing	3

## Recommended Course Sequence - Semester 1

Item #	Title	Credits
MAA 101	Medical Terminology	3
MAA 102	Medical Transcription	3
MAA 204	Medical Insurance Forms Preparation	3
OFC 113	Introduction to Microsoft Word	3
OFC 120	Text Editing	3

## Recommended Course Sequence - Semester 2

Item #	Title	Credits
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>29</b>