



Office Administration/Medical Administrative Assistant

Program Goal Statement

Students completing this program are prepared to work as a medical administrative assistant for doctors or dentists, in hospitals, medical offices, 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 computer applications, medical software, medical terminology, medical insurance forms preparation, text editing, beginner and advanced medical transcription, medical office procedures, speech recognition and master employment readiness skills.

Program Information

- All 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 in this program can be offered online, face to face (day and evening) or hybrid distance learning.

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 Anatomy & Physiology). Take OFC 120 (Text Editing) before MAA 102 (Medical Transcription).

Admission Requirements

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

After Bristol

- In addition to working as a medical administrative assistant in a health related field, students that successfully complete OFC 120 (Text Editing), MAA 102 (Medical Transcription), and MAA 203 (Advanced Medical Transcription) can work as a medical transcriptionist in a medical office, hospital pool, or as an independent contractor. Students can also work as a medical scribe transcribing "live" alongside a physician and patient in a medical setting.

Subject: Office Administration

Type: Associate Degree



Campus

Campus:

Fall River
Item #
Title
Credits

General Courses

Item #	Title	Credits
ACC 101	Principles of Accounting I	4
BIO 115	Survey of Human Anatomy and Physiology	4
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3
SOC 212	The Sociology of Social Problems	3

Program Courses

Item #	Title	Credits
MAA 101	Medical Terminology	3
MAA 102	Medical Transcription	3
MAA 203	Advanced Medical Transcription	3
MAA 204	Medical Insurance Forms Preparation	3
MAA 205	Medical Office Procedures	3
MAA 209	Medical Office Portfolio Development	1
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Computers and Software Applications	3
OFC 120	Text Editing	3
OFC 150	Speech Recognition	3
OFC 214	Advanced Microsoft Word	3



Recommended Course Sequence - Semester 1

Note: General Education courses can be taken in the semester of personal choice.

OFC 102: (May be waived by a previous course or passing a keyboarding test administered by the Office Administration Department Chair.)

Item #	Title	Credits
CSS 101	College Success Seminar	1
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Computers and Software Applications	3
ENG 101	Composition I: College Writing	3
MAA 101	Medical Terminology	3

Recommended Course Sequence - Semester 2

Item #	Title	Credits
OFC 214	Advanced Microsoft Word	3
OFC 120	Text Editing	3
BUS 251	Business Law	3
ENG 102	Composition II: Writing about Literature	3
BIO 115	Survey of Human Anatomy and Physiology	4

Recommended Course Sequence - Semester 3

Item #	Title	Credits
MAA 102	Medical Transcription	3
COM 101	Fundamentals of Public Speaking	3
MAA 204	Medical Insurance Forms Preparation	3
ACC 101	Principles of Accounting I	4
OFC 150	Speech Recognition	3

Recommended Course Sequence - Semester 4

Item #	Title	Credits
MAA 205	Medical Office Procedures	3
MAA 203	Advanced Medical Transcription	3
MAA 209	Medical Office Portfolio Development	1
BUS 111	Business and Financial Mathematics	3
SOC 212	The Sociology of Social Problems	3
HST 114	United States History from 1877	3
Total credits:		62