



Allied Health Non Credit Program
Course Name: Medical Administrative Assistant
Campus: Champion Circle

Program Description:

The Medical Administrative Assistant Occupational Skills Award (OSA) program, instruction offers an introduction to the relationship between legal and ethics in health care, instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, medical coding, billing, collecting, third party reimbursement, survey of medical insurance, terminology, patient relations. Instruction also includes practical & general workplace training supported by an individualized learning plan developed by the employer, college, and student.

This program requires 192 lecture/lab contact hours and 112 externship hours. Tuition includes all textbooks

Registration Information

Use these course codes when registering

Course ID	Course Name	Contact Hours	Course Dates	Course Days	Course times
HPRS 1005	Essential of Medical Law/Ethics for HP	16	6/3/2024 to 6/12/2024	Mon, Wed	8:00 AM to 12:00PM
POFM 1017	Medical Administration Support	48	6/17/2024 to 7/24/2024	Mon, Wed	8:00 AM to 12:00PM
POFM 1064	Medical Assistant Laboratory Procedures	64	7/29/2024 to 8/31/2024	Mon-Fri	TBA

American Heart Association (AHA) Basic Life Support (BLS) CPR Certification for Healthcare Providers is required. The AHA BLS CPR certification will be offered on campus prior to the Externship. There is an additional fee. \$2799.00 includes tuition and textbooks only

Summer Registration closes May 24th, 2024.