

MEDICAL ADMINISTRATION, AAS

The Medical Administration Associate in Applied Science degree equips students with the skills and competencies needed for careers as administrative support personnel in various health offices and settings. This program places emphasis on the fundamentals of healthcare office management, as well as technological, interpersonal, administrative, and presentation skills. Graduates of this degree can transition into the Bachelor of Business Administration (BBA) in Health Services Administration degree.

The Medical Administration associate degree program provides students with the ability to:

1. Apply medical, legal, and ethical standards for the creation, distribution, and release of medical information.
2. Work in RIOUA health care environments including private practices, clinics, public health departments, insurance agencies, outpatient services, and government agencies.
3. Engage in professional interpersonal relations with diverse patient/client customers.
4. Perform the administrative duties associated with the role of medical administration, including the management and processing of information and the organization and design of communication procedures.
5. Use technological and informational skills to perform administrative duties in healthcare environments.

Requirements

Code	Title	Credits
Major-Related Courses		
HA-101	Introduction to Health Care	3
HA-140	Introduction to Medical Coding	3
HA-240	Medical Office Insurance and Billing Procedures	3
HA-245	Electronic Health Records	3
HA-295	Concepts of Managed Care	3
HC-126	Medical Terminology	3
HC-214	Medical Office Procedures	4
AC-161	Principles of Financial Accounting	3
Major Area Electives ¹		6
Major-Related Courses Subtotal		31
General Education and Related Courses		
EN-111	College Writing and Critical Analysis	3
EN-121	Analytical Thinking, Writing & Research	3
EN-206	Professional Writing and Presentation	3
HC-108	Anatomy and Physiology	3
IT-115	Electronic Spreadsheet Applications	3
LA-122	Fundamentals of Communication	3
MA-115	Quantitative Reasoning	3
Liberal Arts or Social Science		3
Open Electives		6
General Education and Related Courses Subtotal		30
Total Credits		61

¹ Any course with a prefix of IT, HA, HC, PH, or SC.
 HA-290 Medical Administration Internship I is **strongly recommended**.

Recommended Sequence

Course	Title	Credits
Semester 1		
HA-101	Introduction to Health Care	3
HC-126	Medical Terminology	3
EN-111	College Writing and Critical Analysis	3
IT-115	Electronic Spreadsheet Applications	3
LA-122	Fundamentals of Communication	3
Credits		15
Semester 2		
HA-140	Introduction to Medical Coding	3
HA-245	Electronic Health Records	3
HC-108	Anatomy and Physiology	3
EN-121	Analytical Thinking, Writing & Research	3
MA-115	Quantitative Reasoning	3
Credits		15
Semester 3		
HA-240	Medical Office Insurance and Billing Procedures	3
HA-ELE	Health Administration Elective ¹	3
AC-161	Principles of Financial Accounting	3
EN-206	Professional Writing and Presentation	3
Open Elective ¹		3
Credits		15
Semester 4		
HA-295	Concepts of Managed Care	3
HA-ELE	Health Administration Elective ¹	3
HC-214	Medical Office Procedures	4
LA-ELE	Liberal Arts Elective	3
Open Elective ¹		3
Credits		16
Total Credits		61

¹ **Major Area and Open Elective should be chosen based on advisement and area of concentration.**