

I-BEST Allied Health Program

Medical Administrative Assistant Certificate



I-BEST Provides:

- Academic support class
- Two teachers in the classroom
- Advising and registration support
- Education and career planning
- Connection to funding, school and community resources

Eligibility:

- ESL level 6 or ABE level 4 or above
- Writing Sample

For more information,
contact the I-BEST Navigator:

Room R130
425-564-2363
ibest@bellevuecollege.edu



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ALLIED HEALTH PATHWAYS

EDUCATIONAL PATHWAYS

Allied Health
Foundation Classes (I-BEST)

Medical Administrative
Assistant Certificate (I-BEST)

Other Allied Health Certificate Options

- Medical Billing and Coding Specialist
- Phlebotomy Technician
- Health Unit Coordinator
- Clinical Lab Assistant
- Emergency Department Technician
- Medical Assistant - Certified (MA-C)

Allied Health AAS-T

3 BAS Options

- Healthcare Management and Leadership
- Health and Wellness
- Healthcare Informatics

EMPLOYMENT OPPORTUNITIES

- Medical Receptionist
- Patient Registrar
- Billing and Cost Clerk
- Medical and Health Services Manager
- Clinical Lab Assistant
- Medical Assistant



COST 2021–2022:

1 college credit = \$116.05
For Washington state residents

Fees and books are extra

Notes about paying:

- Students may be eligible for Financial Aid or Workforce Education grants that help pay for classes and books
- Academic support class is free
- Payment plans are available

To start the I-BEST Program, call, email or visit the I-BEST Navigator:

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I-BEST Medical Administrative Assistant Classes

QUARTER ONE Foundation Courses

BTS 161	Business Software Essentials	5
AHE 100	Introduction to Healthcare	5
ABE 073/074	Academic Success Class	5*
Total College Credits		10

QUARTER TWO Foundation Courses

ENG 093/101	English Composition	5
CMST 280	Intercultural Communications	5
HLTH 145	Wellness for Healthcare	3
ABE 073/074	Academic Success Class	5*
Total College Credits		13

QUARTER THREE Foundation Courses

BIOL 108	Human Biology	6
AHE 110	Medical Terminology	5
AHEA 100	Medical Law and Ethics	3
AHE 120	Safety for Healthcare	2
ABE 073/074	Academic Success Class	5*
Total College Credits		16

QUARTER FOUR MAA Courses

AHEA 102	Introduction to Medical Administration	5
AHEA 104	Introduction to Billing and Coding	5
AHEA 106	Medical Computer Systems	5
ABE 073/074	Academic Success Class	5*
Total College Credits		15

*Academic Success Class is pre-college credit and tuition-free.

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