

Student Name: _____ SID: _____

Courses may be subject to prerequisites and minimum grade requirements.
 Check online at www.bellevuecollege.edu/classes/all/

NOTE: Successful planning for this certificate is best done with an advisor or the Program Director.

The transferability of certificates or courses from other institutions is **not guaranteed** and must meet the applicable transfer guidelines of Bellevue College.
 Transferability will be evaluated on a case-by-case basis.

Program Requirements			Requested Substitution / Transfer					
Course	Course Title	Credits	College/University	Course	Credits	Grade	Quarter	Year
AHE 100	Introduction to Healthcare	5						
AHE 110	Medical Terminology	5						
AHE 120	Safety for Healthcare	2						
AHE 130	Human Systems	5						
AHE 140	Professional Relationships in Healthcare	5						
HLTH 145	Wellness for Healthcare	3						
AHEA 100	Medical Law and Ethics	3						
AHEA 102	Introduction to Medical Administration	5						
AHEA 104	Introduction to Billing and Coding	5						
AHEA 106	Medical Computer Systems	5						
BTS 104	Keyboarding Review & Speed Building	1						
BTS 161	Business Software Essentials	5						
Total		49						

Please **complete this form prior to meeting with the Program Director for signature**. Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.

Program Director: _____ Date: _____

DESCRIPTION

The Medical Administrative Assistant program prepares students to serve in integral roles in the medical office. The program prepares students with core knowledge to understand the general medical profession. This program further specifies knowledge and skills to function in an administrative capacity with reception, basic medical documentation, basic medical billing & coding and electronic medical record keeping.

STAYING ON TRACK

Use Degree Audit to track your progress toward completion of this certificate at <http://bellevuecollege.edu/degreeaudit/> Please refer to <http://bellevuecollege.edu/programs/degrees/> for latest degree updates and further information.

GRADUATION APPLICATION

Students must apply for graduation. Submit your graduation application form prior to the end of the final quarter. Applications are online at <https://www.bellevuecollege.edu/enrollment/graduation/apply/applications/certificate.html>, and at the Enrollment and Registrar Services desk located in the Student Services building. Submit application to Enrollment and Registrar Services on the first floor of the Student Services Building.

PROGRAM CONTACT INFORMATION

<http://www.bellevuecollege.edu/ahe/directory/>