

STUDENT NAME		SID #	
PROGRAM CHAIR		DATE	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)					
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
CORE COURSEWORK								
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						

The Medical Administrative Assistant (*formerly Medical Office Reception*) 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.

LEARNING OUTCOMES:

Certificate recipients should possess the following skills & abilities:

- Read, spell, understand and pronounce basic terms of medical terminology and apply them appropriately
- Demonstrate competence in operating a personal computer system and its applications
- Communicate respectfully and professionally with co-workers, health care professionals, customers, patients, and their families
- Practice responsible and confidential communications and apply an understanding of laws and ethics as required in health care practice
- Recognize and respect cultural influences and perceptions
- Work within an integrated system of jobs and professions that make up the health care delivery system

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ahe/#certificateAccomplishment_medical_office_reception

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