

STUDENT NAME		SID #	
PROGRAM CHAIR		DATE	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)			Completed		
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						
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						
<i>Choose one option from the following Anatomy and Physiology courses:</i>		5-12						
AHE 130	Human Systems (5 Cr)							
BIOL 108*	Human Biology (6 Cr)							
BIOL& 241**	Human Anatomy and Physiology I (6 Cr) and							
BIOL& 242**	Human Anatomy and Physiology II (6 Cr)							
<i>Choose 5 credits from the following Diversity and Communication courses:</i>		5						
AHE 140	Professional Relationships in Healthcare (5 Cr)							
BUS 120	Organizational Behavior (5 Cr)							
CMST 280*	Intercultural Communication (5 Cr)							
<i>Choose at least 3 credits from the following Wellness courses:</i>		3-5						
HLTH 145*	Wellness for Healthcare (3 Cr)							
HLTH 250	Wellness (5 Cr)							
NUTR 100	Survey of Nutrition (5 Cr)							
NUTR& 101**	Nutrition (5 Cr)							
<i>Choose 5 credits from the following Information Technology courses:</i>		5						
BTS 161	Business Software Essentials (5 Cr)							
CS 101	Technology and Computer Science (5 Cr)							
IT 101*	Introduction to Information Technology (5 Cr)							
TOTAL		48-57						
* Standard department recommendation. Alternative choices are accepted, to support students' educational and professional goals.								
**See Catalog for defined prerequisite or placement standards.								

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.

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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