

Medical Administrative Assistant

Certificate of Achievement

STUDENT NAME	SID#	
PROGRAM CHAIR	DATE	

Course Title Course Title CR College/University Course CR Grade Quarter Year CORE COURSEWORK AHE 100 Introduction to Healthcare 5 S S S S S S S S S S S S S S S S S S	PROGRAM REQUIREMENTS		Requested Substitution/Transfer Credits (if applicable)			Completed			
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 101 Introduction to Medical Administration 5 AHEA 102 Introduction to Medical Administration 5 AHEA 104 Introduction to Billing and Coding 5 AHEA 106 Medical Computer Systems 5 Choose one option from the following Anatomy and Physiology courses: 5-12 AHEA 130 BIDL 108* BIDL 108* BIDL 108* BIDL 242** Human Anatomy and Physiology I (6 Cr) and Human Biology (6 Cr) Human Anatomy and Physiology I (6 Cr) and Human Anatomy and Physiology I (6 Cr) and Human Anatomy and Physiology I (6 Cr) and Human Anatomy and Physiology II (6 Cr) Choose 5 credits from the following Diversity and Communication courses: AHE 140 Professional Relationships in Healthcare (5 Cr) Cryanizational Behavior (5 Cr) Intercultural Communication (5 Cr) Choose at least 3 credits from the following Wellness courses: 3-5 Wellness (5 Cr) Survey of Nutrition (5 Cr) Choose 5 credits from the following Information Technology courses: 5 BIS 161 Sussiness Software Essentials (5 Cr) Introduction to Information Technology (5 Cr)	Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
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 Choose one option from the following Anatomy and Physiology courses: 5-12 Human Systems (5 Cr) BIOL 108* BIOL 241** BIOL 241** BIOL 242** Choose 5 credits from the following Diversity and Communication courses: Choose of least 3 credits from the following Wellness courses: AHE 130 Professional Relationships in Healthcare (5 Cr) Organizational Behavior (5 Cr) Intercultural Communication (5 Cr) Choose at least 3 credits from the following Wellness courses: HITH 145* Wellness for Healthcare (3 Cr) Wurke 101** Vultrion (5 Cr) Vultrion (5 Cr) Vultrion (5 Cr) Vultrion (6 Cr) Untrivial on the following Information Technology courses: 5 BTS 161 Business Software Essentials (5 Cr) Introduction to Information Technology (5 Cr)	CORE COURSE	ework every service of the service o							
AHE 120 Safety for Healthcare 2 Safety for Healthcare 2 Safety for Healthcare 2 Safety for Healthcare 3 Safety for Healthcare 3 Safety for Healthcare 3 Safety for Healthcare 3 Safety for Healthcare 4 Safety for Healthcare 4 Safety for Healthcare 5 Safety for Healthcare 6 Safety for Healthcare	AHE 100	Introduction to Healthcare	5						
AHEA 100 Medical Law and Ethics 3 3	AHE 110	Medical Terminology	5						
AHEA 102 Introduction to Medical Administration 5 AHEA 104 Introduction to Billing and Coding 5 AHEA 106 Medical Computer Systems 5 Choose one option from the following Anatomy and Physiology courses: 5-12 Human Systems (5 Cr) Human Biology (6 Cr) Human Biology (6 Cr) Human Anatomy and Physiology I (6 Cr) and Human Anatomy and Physiology II (6 Cr) AHEA 100 Professional Relationships in Healthcare (5 Cr) Organizational Behavior (5 Cr) Intercultural Communication (5 Cr) Choose 3 teast 3 credits from the following Wellness courses: 3-5 HILTH 145* HILTH 250 Wellness (5 Cr) Wellness (5 Cr) Survey of Nutrition (5 Cr) Nutra 100* Nutra 100* Nutra 101* Nutrition (5 Cr) Survey of Nutrition (5 Cr) Thoose 5 credits from the following Information Technology courses: 5 Business Software Essentials (5 Cr) Technology and Computer Science (5 Cr) Technology and Computer Science (5 Cr) Technology and Computer Science (5 Cr) Introduction to Information Technology (5 Cr)	AHE 120	Safety for Healthcare	2						
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CS 101 Technology and Computer Science (5 Cr) IT 101* Introduction to Information Technology (5 Cr)	Choose 5 credits from the following Information Technology courses:		5						
	CS 101	Technology and Computer Science (5 Cr)							
TOTAL 48-57 48-57									

Standard department recommendation. Alternative choices are accepted, to support students' educational and professional goals.

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit www.bellevuecollege.edu/legal/publicdisclosure

NOTES			

^{**}See Catalog for defined prerequisite or placement standards.