ASNUNTUCK COMMUNITY COLLEGE

Certified Administrative Medical Office Skills Requirements - Certificate

Student Name: _____   Student ID#: _____

Offered _F_ all , _Sp_ ring , _Su_ mmer, or _W_ inter	Semester/Year Plan to Take	Course #	Course Title	Credits	Semester/Year Completed/ Transferred in	Grade
Requirements:						
F, Sp, Su		CSA* 105	Introduction to Software Apps	3		
F		MED* 111	Administrative Medical Assisting	3		
Sp		MED* 112	Medical Insurance & Billing	3		
F		MED* 125	Medical Terminology	3		
F, Sp		MED* 216	Electronic Medical Records Management	3		
Total Credits Required:				**15**		

Reviewed by: _____   Date: _____

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Program Information

Outcomes: 1. Demonstrate an understanding of medical office administrative duties such as scheduling, medical records management, and telephone triage. 2. Apply current medical insurance guidelines in billing and the use of ICD-10 and CPT coding. 3. Operate computer software programs for use in a medical office. 4. Recall and articulate medical terminology and healthcare abbreviations. 5. Describe the organization of health care delivery systems and the health care insurance industry. 6. Recognize and use the components of an electronic medical record.

Employment Information: ACC serves 3 counties for health-care certificate programs: Hartford County and Tolland County in CT, and Hampden County in MA. At this time, the Bureau of Labor Statistics anticipates a demand for Certified Medical Administrative Assistants will increase by 21% from 2016-2024. The wages range from $25,000-$40,000 per year. According to JobsEQ, over 200 linked occupations were added to the region in the past three years. The employment demand will require 968 additional new workers due to retirements or job changes (i.e. move away).

Graduation Information: A cumulative 2.0 GPA is required to graduate. All courses for degree credit must be numbered 100 or above. Students must complete and submit a Graduation Application to the Registrar's Office in order to graduate. _Graduation Application Deadlines:_ December graduation - December 1st, May graduation - March 31st, August graduation - August 1st.

Contact Information

Please contact the Program Coordinator, Michele Howard-Swan, for more information at 860.253.3061 or mhoward-swan@asnuntuck.edu.

+Prerequisite required
*Common Course Number