

ASNUNTUCK COMMUNITY COLLEGE

Certified Administrative Medical Office Skills Requirements - Certificate

Student Name: _____

Student ID#: _____

Offered <i>F</i> all , <i>S</i> pring , <i>S</i> ummer, or <i>W</i> 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: _____

Reviewed by: _____

Date: _____

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.

***Becoming Connecticut State Community College:** A merger of Connecticut's 12 community colleges is underway. As a part of this merger, modifications will be made to academic programs. Students who do not complete their programs by the end of the Spring 2023 term will be matched with the Connecticut State Community College (CT State) program that most closely aligns with the student's Spring 2023 program and is offered at the current Asnuntuck Community College location. The College is committed to students completing their education with a minimum of disruption. Further details can be found and will be updated on the Frequently Asked Questions page: www.ct.edu/ctstate/academics.

Contact Information

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

Notice of non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

+Prerequisite required

*Common Course Number

8/10/2020