

# ASNUNTUCK COMMUNITY COLLEGE

## Certified Administrative Medical Office Skills Requirements\* - Certificate

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

| Offered <i>F all ,<br/>S pring ,<br/>S u mmer, or<br/>W inter</i> | Semester/Year<br>Plan to Take | Course # | Course Title | Credits | Semester/Year<br>Completed/<br>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 -

### Contact Information

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

**\*Becoming Connecticut State Community College:** STUDENTS: The Community Colleges are undergoing a merger with a plan to become Connecticut State Community College in fall 2023; please work closely with your advisor/program coordinator to select your courses accordingly. Visit <https://asnuntuck.edu/choose-your-pathway/> for more details or see page 59 in the College Catalog!

**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, past or present 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, Asnuntuck Community College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals has been designated to handle inquiries regarding non-discrimination policies: Timothy St. James, 504/ADA Coordinator, tstjames@asnuntuck.edu, (860)-253-3011, Dawn Bryden, Title IX Deputy, dbryden@asnuntuck.edu, 860-253-1273, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082