MEDICAL ADMINISTRATION
Associate of Applied Science Degree

(Degree Audit Program Code: MED-ADMIN-AAS)

The Medical Administration degree offers students the courses, skills, and knowledge to work in health-related fields, from entry level positions (coding and billing assistant, medical administrative assistant, medical secretary, medical records clerk, registration specialist, referral specialist) to high level positions (medical office manager, business coordinator, supervisor, executive administrative assistant, coding and billing specialist, pre-certification/referral specialist, medical records specialist). Job opportunities for skilled, knowledgeable, medical administrators continue to increase as the need for healthcare support increases at hospitals, clinics, long-term care facilities, insurance and billing companies, medical coding services, urgent care clinics, and federal and state agencies. Skills needed to meet the demands of today's healthcare environment include computer technology, flexibility, multicultural competence, teamwork, customer service, effective communication and presentation skills, interpersonal skills, patient confidentiality and medical coding and insurance.

FIRST YEAR

First Semester				Second Semester			
HITT	1305	Medical Terminology I	3	POFM	1327	Medical Insurance	3
MDCA	1309	A & P for Medical Assistants	3	HITT	1341	Coding & Classification Systems	3
HITT	1353	Legal and Ethical Aspects of Health Information	3	HITT	2335	Coding and Reimbursement Methodologies	3
BCIS	1305	Business Computer Applications	3	HITT	2340	Advanced Billing and Reimbursement	3
HPRS	2332	Healthcare Communications	3	HITT	2346	Advanced Medical Coding	3
			15				**15**

SECOND YEAR

First Semester				Second Semester			
SPCH	13XX	Speech Elective[6]	3	MATH	1324	Math for Business & Social Science I	3
HITT	1345	Healthcare Delivery Systems	3	ENGL	1301	Composition I	3
HITT	2313	Working w/Health IT Systems	3	HIST	1301	US History I	3
HITT	2339	Health Information Organization and Supervision	3			Social/Behavior Science Elective[7]	3
HITT	1380	Cooperative Ed*	3			Language, Philosophy & Culture Elective[4] or Creative Arts Elective[3]	3
			15				**15**

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60

Notes:
[3] Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.
[4] Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.
[6] Select one course from SPCH 1311, SPCH 1315, SPCH 1318, or SPCH 1321.
[7] Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.
* Identifies Capstone course
Underline - Identifies courses to meet general education requirements for AAS Degree.