

Certificate in Medical Administrative Assistant/Transcription

AREA: Medical Administrative Assistant/Transcription Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: With an increasing demand for medical office assistants in Virginia, this certificate will prepare individuals for full-time employment upon completion of the community college program. The program is beneficial for individuals who are seeking first-time employment, career advancement or national certification.

OCCUPATIONAL OBJECTIVES: medical office assistant, medical reception, medical secretary, medical transcription or ward clerk

PROGRAM REQUIREMENTS: This program prepares the student to fill medical office assistant, medical secretary and medical transcription positions, and provides fundamental knowledge and skills associated with these medical careers. The curriculum includes courses in transcription, office technology, body structure and function and bio-ethics. Upon satisfactory completion of the program, the graduate is awarded a certificate in medical administrative assistant/transcription.

This certificate can be completed in three semesters (one year) if the following conditions are met:

- Placement tests indicate readiness to enroll in ENG 111 and reading prerequisite classes.
- Students without keyboarding skill (or limited skill below 25 words per minute or computer skill) must enroll in AST 101 prior to entry in the program.
- Students are willing to enroll in day and evening classes.
- Grades of C or better are met in each required course.

Additional courses to enhance employment opportunities may include: (if 12 credits needed each semester)

ASL 101/102 (American Sign Language I and II)
 AST 107 Editing and Proofreading
 AST 205 Business Communications
 HLT 215 Personal Stress/Stress Management
 ITE 115 Computer Applications & Concepts
 MDA 207 Medical Law & Ethics
 SPA 101/102 Spanish I & II

Course#	Title	Credits
First Semester (summer)		
BIO 100	Basic Human Biology	3
ENG 111	College Composition I	3
HIM 111	Medical Terminology I	3
SDV 100	College Success Skills	1
	or	
	SDV 101 Orientation to Health Professions	
	Total	10
Second Semester (fall)		
AST 102	Keyboarding II ¹ or AST 141 Word Processing I ² or AST 215 Medical Keyboarding ²	3
AST 271	Medical Office Procedures ² or AST 243 Office Administration I ² or AST 244 Office Administration II ²	3
HIM 112	Medical Terminology II ³	3
	Total	9
Third Semester (spring)		
AST 142	Word Processing II ²	3
AST 206	Professional Development	3
AST 245	Medical Machine Transcription ⁴	3
HIM 230	Information Systems and Technology in Health Care	3
	or	
	AST 230 – Introduction to Office Technology	
	Total	12
	Program Total	31

Note: Internship opportunities and a national CPC certification exam may be available to certificate students/graduates.

¹Prerequisite: AST 101 or equivalent skill

²Prerequisite: AST 102 or equivalent skill

³Prerequisite: HIM 111

⁴Prerequisite: HIM 111, HIM 112, BIO 100