

Certificate in Medical Administrative Assistant/Transcription

AREA: Medical Administrative Assistant/Transcription Certificate

LENGTH: Three 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.
- 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.

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 <u>or</u> HIM 226 Legal Aspects of Health Record Documentation
SPA	101/102	Spanish I & II

Course#	Title	Credits
First Semester (Summer)		
BIO 145	Human Anatomy and Physiology for Health Sciences ¹	4
ENG 111	College Composition I	3
HIM 111	Medical Terminology I	3
SDV 101/100	Orientation to Health Professions	1
Total		11
Second Semester (Fall)		
AST 102	Keyboarding II ² or AST 141 Word Processing I ³ or AST 215 Medical Keyboarding ³	3
AST 271	Medical Office Procedures I ³ or AST 243 Office Administration I ³ or AST 244 Office Administration II ³	3
HIM 112	Medical Terminology II ⁴	3
Total		9
Third Semester (Spring)		
AST 142	Word Processing II ³	3
AST 206	Professional Development ³	3
AST 245	Medical Machine Transcription ⁵	3
HIM 230	Information Systems and Technology in Health Care ³ or AST 230 Introduction to Office Technology ³	3
Total		12
Program Total		32

¹Equivalent: Completion of BIO 141 and BIO 142

²Prerequisite: AST 101 or equivalent skill

³Prerequisite: AST 102 or equivalent skill

⁴Prerequisite: HIM 111

⁵Prerequisite: HIM 111, HIM 112, BIO 145 (or BIO 141 & BIO 142)

*Note: MDA 203 Medical Office Procedures may be substituted for AST 271 Medical Office Procedures I

Internship opportunities and national certification exams may be available to certificate students/graduates.