

Certificate: Medical Administrative Assistant/Transcription

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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 30 words per minute or computer skill) must enroll in AST 80 or AST 81 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 <u>or</u> College Success Skills	1
	Total	11
Second Semester (fall)		
AST 102/141	Keyboarding II ² <u>or</u> Word Processing I ³	3
HIM 112	Medical Terminology II ⁴	3
HIM 130	Healthcare Information Systems ²	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
AST 230	Introduction to Office Technology ³	3
	Total	12
	Program Total	32

¹Equivalent: Completion of BIO 141 and BIO 142

²Prerequisite: AST 80/AST 81 or equivalent skill

³Prerequisite: AST 102 or equivalent skill

⁴Prerequisite: HIM 111

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

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