



## MEDICAL ADMINISTRATIVE OFFICE ASSISTANT: BILLING

- Associate of Applied Science
- College Certificate

### About The Program

This program is designed to prepare Medical Administrative Assistants with the skills to manage an office and prepare billing, diagnostic and procedural coding and utilize interpersonal skills when working with clients, patients and insurance companies. WCCCD students will take required coursework and participate in externships, support services, and, when appropriate, educationally-oriented workshops during their time at the college.

### Career Potential

- Medical Administrative Assistant

### Admission Requirements

Students are admitted to the program each year for the Fall, Spring and Summer semesters. Students must have Program approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, any remaining openings will be filled on a "first-come" basis to qualified applicants.

Students are required to complete the following:

- Fulfill all WCCCD admissions requirements.
- Declare intent to enter the Medical Administrative Assistant program by completing an allied health program application
- Indicate intent on the college application form.
- Fulfill course placement requirements based on the COMPASS test.
- Must be 18 years of age and possess a high school diploma or GED (copy required).
- Meet typing requirement of 35 WPM
- Meet with and submit all documentation to Medical Administrative Assistant Program Coordinator/Advisor

### Associate of Applied Science Degree Requirements

#### SEMESTER I

ENG 119	English I	3
BIT 102	Intermediate Keyboarding	3
ALH 110	Medical Terminology	3
MAT 110	Business Math	3
<b>TOTAL CREDITS</b>		<b>12</b>

#### SEMESTER II

MBS 108	Medical Coding	3
ALH 230	Medical Ethics	3
ENG 120	English II	3
BUS 150	Introduction to Business	3
<b>TOTAL CREDITS</b>		<b>12</b>

#### SEMESTER III

MBS 112	Medical Billing	3
ACC 110	Principles of Accounting	3
PS 101	American Government	3
<b>TOTAL CREDITS</b>		<b>9</b>

#### SEMESTER IV

MBS 122	Advanced Coding ICD9	3
MBS 124	Advanced Coding CPT	3
BIO 155	Introductory Biology	4
BUS 225	Computer Application in Business	3
<b>TOTAL CREDITS</b>		<b>13</b>

#### SEMESTER V

BIO 240	Anatomy and Physiology I	4
BUS 175	Small Business Management	3
BUS 240	Business Communication	3
BIT 280	Office Administration and Professional Development	3
<b>TOTAL CREDITS</b>		<b>13</b>

#### SEMESTER VI

BIO 250	Anatomy and Physiology II	4
MBS 126	Externship Experience	4
<b>TOTAL CREDITS</b>		<b>8</b>

**PROGRAM TOTAL CREDITS 67**

\* Program totals may not include prerequisite work.

### College Certificate Requirements

#### CAREER COURSES REQUIRED

ENG 119	English I	3
BIT 102	Intermediate Keyboarding	3
ALH 110	Medical Terminology	3
MAT 110	Business Math	3
MBS 108	Medical Coding	3
ALH 230	Medical Ethics	3
MBS 112	Medical Billing	3
ACC 110	Principles of Accounting I	3
MBS 122	Advanced Coding ICD9	3
MBS 124	Advanced Coding CPT	3
MBS 126	Externship Experience	4

**CERTIFICATE TOTAL CREDITS 34**

\* Certificate totals may not include prerequisite work.

### District Office

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Detroit, MI 48226

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Career Program Hotline:  
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