

HEALTHCARE ADMINISTRATIVE ASSISTANT, A.A.S.

Healthcare Administrative Assistant, A.A.S.

Overview

A healthcare administrative assistant performs the confidential administrative and clerical work of a medical office. The variety of duties may include bookkeeping, billing, scheduling appointments, and processing insurance claims. Healthcare administrative assistant may be responsible for telephone, mail, transcription and typing duties. Other duties include ordering laboratory tests and supplies, as well as receiving, interviewing and instructing patients.

Locations

Canby, Granite Falls, Jackson, Online, Pipestone, Worthington

Course Number	Course Title	Credits
	Fall - Year 1	
ADSA 1100	College Keyboarding I	3
BUS 2242	Business Communications	3
ENGL 1101	Composition I	3
HC 1151	Body Structure & Function	3
HC 1180	Medical Terminology in Healthcare	2
HIMC 1150	Introduction to Medical Coding, Billing & Insurance	3
	Credits Fall - Year 1	17
	Spring - Year 1	
ADSA 1105	College Keyboarding II	3
ADSM 1190	Healthcare Documentation	4
HC 2120	Disease Conditions	3
CSCI 1102	Computer Applications I	3
CMST 1101	Public Speaking	3
	Credits Spring - Year 1	16
	Fall - Year 2	
ADSA 1122	Word Processing I	2
ADSM 1120	Medical Office Procedures I	4
ADSA 1145	Supervisory Management	3
NSCI 1100	Issues in the Environment	3
ADSA 1111	Office Management	3
	Credits Fall - Year 2	15
	Spring - Year 2	
ADSA 1123	Word Processing II	2
GSCL 1105	Job Seeking	1
PSYC 1150	Lifespan Developmental Psychology	3
SOC 1101	Introduction to Sociology	3

Course Number	Course Title	Credits
HC 1290	Health Care and Society	1
ADSA 1141	Customer Service for Office Professionals	2
	Credits Spring - Year 2	12
	TOTAL CREDITS	60