HEALTHCARE ADMINISTRATIVE ASSISTANT, DIPLOMA

Healthcare Administrative Assistant, Diploma

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 assistants 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	
HC 1151	Body Structure & Functions	3
HC 1180	Medical Terminology in Healthcare	2
ADSM 1120	Medical Office Procedures I	4
ADSA 1100	College Keyboarding I	3
ADSA 1122	Word Processing I	2
BUS 2242	Business Communication	3
	Credits Fall - Year 1	**17**
	Spring - Year 1	
CSCI 1102	Computer Applications I	3
HC 2120	Disease Conditions	3
HIMC 1150	Introduction to Medical Coding, Billing & Insurance	3
ADSM 1190	Healthcare Documentation	4
ADSA 1123	Word Processing II	2
ADSA 1141	Customer Service	2
GSCL 1105	Job Seeking	1
HC 1290	Health Care & Society	1
	Credits for Spring - Year 1	**19**
	TOTAL CREDITS	**36**