



Medical Administrative Assistant (MAA)



100% Online

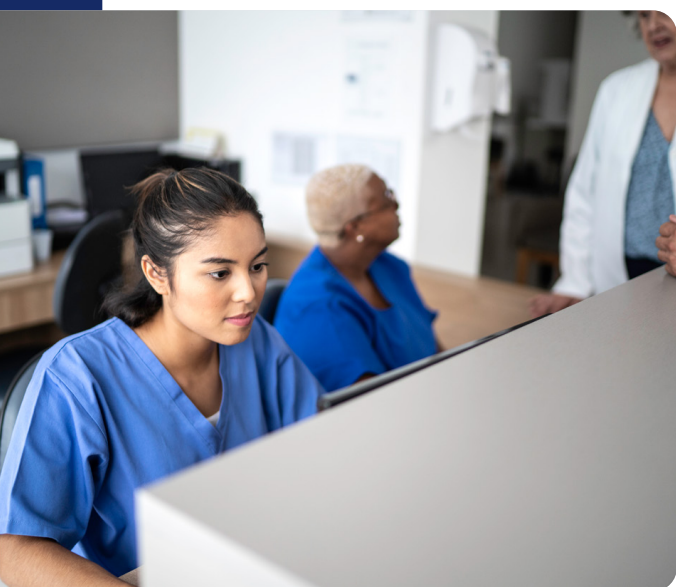


32-Week Program



Certificate

The Medical Administrative Assistant (MAA) certificate program is designed to equip graduates with the necessary knowledge and training to work as an entry-level medical administrative assistant. This program will prepare students to be the face of a medical setting by engaging them in simulated job activities and focusing on professional development. Graduates can also use this program as a stepping-stone to further their education in advanced degrees if they are seeking advancement in administrative, managerial or leadership roles.



What is a Medical Administrative Assistant?

Although this is an entry-level position, there are numerous growth opportunities in this field. While MAAs do not perform clinical work on patients, they provide critical support to doctors and nurses by ensuring the medical practice runs smoothly and efficiently. The day-to-day duties of medical administrative assistants include patient reception, verifying medical insurance, working with electronic health records, preparing office correspondence, assisting with reports and triaging patient appointments.



Student Outcomes

This program will prepare graduates to:

- Perform entry-level administrative tasks associated with the medical office setting.
- Describe legal regulations, confidentiality standards, and ethical considerations commonly found within the medical office setting.
- Model appropriate interpersonal skills to work effectively with patients and as a member of a health care team.
- Identify core policies and practices of working associated with the medical office setting.
- Apply technologies common to the medical office setting.

Program Curriculum

Course	Credits
Semester I (16 Weeks)	
Foundations of Medical Administrative Assisting	3.0
Medical Office Computer Applications	4.0
Anatomy, Physiology, and Medical Terminology	4.0
Medical Office Communication and Documentation	3.0
Semester II (16 Weeks)	
Introduction to Medical Office Management	4.0
Electronic Health Record Management	4.0
Medical Office Insurance, Billing, and Coding	4.0
Professional Capstone	4.0
Program Total	30.0

This certificate program will prepare graduates to apply their knowledge and skills in many entry-level roles such as:

- Medical administration assistant
- Medical secretary
- Medical receptionist
- Medical office specialist
- Medical records clerk
- Medical insurance clerk

Graduates can apply their skills in various environments, including physician offices, hospitals, urgent care facilities, veterinary clinics and other healthcare facilities.



Advancing Your Career

The Pima Medical Certificate Grad's Pathway to Success

If you enjoy serving as a leader, inspiring others and have an interest in the business of health care, you can take your career further with an associate degree in Health Care Administration from Pima Medical Institute. Graduates of health care administration programs manage and support the business side of a health care facility.





Why Choose Pima Medical Institute?

Since we opened our doors in Tucson, AZ back in 1972, Pima Medical has been focused on our mission to improve the quality of people's lives by providing the best value in medical career education. 50 years later, we remain focused on a student-centered approach to education. Our experienced faculty and staff work to provide for our students, creating a qualified generation of health care employees who make an immediate impact in the communities they serve.

As a Pima Medical student, you will have access to resources including:



**Academic
Support**



**Writing
Center**



**Mental Health
Counseling**



**Career
Services**



**Financial
Services**



**Help Desk
Support**

Life as an Online Student

Pima Medical's MAA program is composed exclusively of online classes, allowing you flexibility to balance your personal and professional commitments while completing your education.

During your time as an online student, you will:

- Receive personalized attention from expert faculty
- Experience learning with a multimedia approach, including videos, podcasts, knowledge checks, instructor interaction and artificial intelligence
- Have the flexibility to complete your coursework when convenient, while also relying on a logical course structure with due dates
- Have access to the Pima Medical community when you need assistance



Meet Your Program Director

Aimée Michaelis M.Ed. began her post-secondary teaching career in 2002, instructing students in Medical Administrative Assistant, Billing and Coding, and Health Care Administration. Prior to teaching, she held various roles within the healthcare industry including office manager, certified biller and coder, and insurance claims specialist in both orthopedic medicine and general surgery.



Admissions Requirements

Applicants to this program must meet the following requirements:

- Possess a high school diploma or recognized equivalency
- Meet a minimum score on the Wonderlic Scholastic Level Exam

