

## About This Program

Carrington College Carrington's Medical Administrative Assistant certificate program prepares students for entry-level employment in a medical or dental office or other health-related professional office setting. The program focuses on the practice of various medical office skills and equips students with the skills and knowledge required to adhere to the legal, ethical and regulatory standards of medical records management. In addition, medical terminology, introduction to anatomy, pharmacology, professional development and the measuring of vital signs are covered.

## Careers in Medical Administrative Assisting

Medical administrative assistants perform vital functions that keep medical offices running efficiently and keep day-to-day operations of medical facilities on track. Medical administrative assistants perform clerical functions such as answering telephones, assisting patients with paperwork, scheduling appointments and obtaining referrals. They also assist the medical practice with daily office operations including ordering supplies, bookkeeping and sorting mail. Medical administrative assistants have versatile roles and can work in many types of practices.

## Knowledge and Skills

Upon completion of the Medical Administrative Assistant program, graduates will be able to:

- Prioritize the skills required to manage medical office processes and procedures.
- Explain information and instructions to patients, professionals, clients, and visitors.
- Demonstrate ethical behavior consistent with state laws and regulations related to privacy and safe practices.

*Your Path to  
the Career  
You're Made For*

## Technical Coursework

Students complete technical coursework and participate in a career development seminar.

The Medical Administrative Assistant program focuses on front-office administrative responsibilities such as clerical and bookkeeping functions, processing medical insurance claims back office and clinical responsibilities during which students get hands-on experience conducting a variety of diagnostic tests.

The final segment of the program is an externship that provides the opportunity for students to demonstrate skill competency in the field.

Carrington's academic catalog, available at [carrington.edu/catalog](http://carrington.edu/catalog), provides the most current and detailed program information, including admission and graduation requirements.

The program  
culminates in  
a Certificate of  
Achievement.



# MEDICAL ADMINISTRATIVE ASSISTANT



Blended: Stockton

## Medical Administrative Assistant Blended Certificate Requirements

TECHNICAL COURSES		LECTURE HOURS	LAB HOURS	CLINICAL HOURS	SEMESTER CREDIT HOURS
MAA1.H	Anatomy, Physiology, and Terminology	54	0	0	3.5
MAA101	Health Care Clinical Applications	23	31	0	2.5
MAA2.H	Computer Operations	54	0	0	3.5
MAA102	Computer Office Applications	23	31	0	2.5
MAA3.H	Medical and Dental Insurance	54	0	0	3.5
MAA103	Insurance Applications	23	31	0	2.5
MAA4.H	Health Care Office Procedures 1	54	0	0	3.5
MAA104	Health Care Office Procedures Applications 1	23	31	0	2.5
MAA5.H	Health Care Office Procedures 2	54	0	0	3.5
MAA105	Health Care Office Procedures Applications 2	23	31	0	2.5
MAA501	Externship	0	0	180	4
CDV198.2 <sup>1</sup>	Career Development Seminar	30	0	0	2
TOTAL FOR CERTIFICATE		415	155	180	36 <sup>2</sup>

<sup>1</sup>Online general education course, <sup>2</sup>750 Contact hours

Approximate time to complete certificate program: 36 weeks (not including breaks)

Online: Certificate conferred from the Sacramento campus

## Medical Administrative Assistant Online Certificate Requirements

TECHNICAL COURSES		LECTURE HOURS	LAB HOURS	CLINICAL HOURS	SEMESTER CREDIT HOURS
MAA1	Anatomy, Physiology, and Terminology	54	0	0	3.5
MAA101	Health Care Clinical Applications	23	31	0	2.5
MAA2	Computer Operations	54	0	0	3.5
MAA102	Computer Office Applications	23	31	0	2.5
MAA3	Medical and Dental Insurance	54	0	0	3.5
MAA103	Insurance Applications	23	31	0	2.5
MAA4	Health Care Office Procedures 1	54	0	0	3.5
MAA104	Health Care Office Procedures Applications 1	23	31	0	2.5
MAA5	Health Care Office Procedures 2	54	0	0	3.5
MAA105	Health Care Office Procedures Applications 2	23	31	0	2.5
MAA502	Capstone Project - Medical Administrative Assistant	45	30	0	4
CDV198.2 <sup>1</sup>	Career Development Seminar	30	0	0	2
TOTAL FOR CERTIFICATE		460	185	0	36 <sup>2</sup>

<sup>1</sup>Online general education course, <sup>2</sup>645 Contact hours

Approximate time to complete certificate program: 36 weeks (not including breaks)

## Accreditation and Disclosures

Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC), 428 J Street, Suite 400, Sacramento, CA 95814, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Additional information about accreditation, including the filing of complaints against member institutions, can be found at [accjc.org](https://accjc.org).

For comprehensive information on Carrington's accreditation and approvals, visit [carrington.edu/accreditation](https://carrington.edu/accreditation). Visit [carrington.edu/sci](https://carrington.edu/sci) for important information on program outcomes.

Program availability varies by location. Carrington College reserves the right to update information as it becomes available. For the most updated information, visit [carrington.edu](https://carrington.edu).