

About This Program

Carrington College'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.

Carrington College's academic catalog, available at carrington.edu/catalog, provides the most current and detailed program information, including admission and graduation requirements.



MEDICAL ADMINISTRATIVE ASSISTANT



Online: Certificate conferred from the Sacramento campus

Medical Administrative Assistant Online Certificate Requirements

TECHNICAL COURSES		LECTURE HOURS	LAB HOURS	CLINICAL HOURS	SEMESTER CREDIT HOURS
MAA1.5	Anatomy, Physiology, and Terminology	45	0	0	3
MAA101.5	Health Care Clinical Applications	0	60	0	2
MAA2.5	Computer Operations	45	0	0	3
MAA102.5	Computer Office Applications	0	60	0	2
MAA3.5	Medical and Dental Insurance	45	0	0	3
MAA103.5	Insurance Applications	0	60	0	2
MAA4.5	Health Care Office Procedures 1	45	0	0	3
MAA104.5	Health Care Office Procedures Applications 1	0	60	0	2
MAA5.5	Health Care Office Procedures 2	45	0	0	3
MAA105.5	Health Care Office Procedures Applications 2	0	60	0	2
MAA106.5	Medical Terminology	30	0	0	2
HCP203	Medical Office Management	45	0	0	3
MAA502	Capstone Project – Medical Administrative Assistant	45	30	0	4
CDV198.2 ¹	Career Development Seminar	30	0	0	2
TOTAL FOR CERTIFICATE		375	330	0	36²

¹Online general education course, ²705 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, 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.

For comprehensive information on Carrington College's accreditation and approvals, visit carrington.edu/accreditation. Visit 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.