

Medical Administrative Assistant

(Certificate of Achievement)

About This Program¹

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. Offered in an online format, students in this program enjoy the flexibility of attending school "anytime, anywhere" while continuing to work in their current jobs. Students are provided with a comprehensive learning experience provided by faculty who complete specialized instruction to prepare them to teach via this medium.

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.

The program culminates in a Certificate of Achievement.

Technical Coursework

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 online program is a capstone project that provides the opportunity for students to demonstrate skill competency in the field.

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

Medical Administrative Assistant Online Program Requirements

Program conferred from Sacramento

Technical Courses		Lecture Hours	Lab Hours	Semester Credit Hours
MAA 1	Anatomy, Physiology and Terminology	54	0	3.5
MAA 101	Health Care Clinical Applications	23	31	2.5
MAA 2	Computer Operations	54	0	3.5
MAA 102	Computer Office Applications	23	31	2.5
MAA 3	Medical and Dental Insurance	54	0	3.5
MAA 103	Insurance Applications	23	31	2.5
MAA 4	Health Care Office Procedures 1	54	0	3.5
MAA 104	Health Care Office Procedures Applications 1	23	31	2.5
MAA 5	Health Care Office Procedures 2	54	0	3.5
MAA 105	Health Care Office Procedures Applications 2	23	31	2.5
MAA 502	Capstone Project – Medical Administrative Assistant	45	0	4
CDV 198.2 ²	Career Development Seminar	30	0	2
Total for Certificate		460	185	36³

Approximate time to complete certificate program: 36 weeks (not including breaks) ²Online general education course ³645 Contact hours

Accreditation & Disclosures

Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC), 10 Commercial Blvd., Suite 204, Novato, CA 94949, 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's accreditation and approvals, visit carrington.edu/accreditation.

Visit carrington.edu/student-consumer-info/ 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.

¹ Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment, and throughout their careers.

For more information visit Carrington.edu
855-777-1921

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