

MEDICAL ADMINISTRATIVE SPECIALIST CERTIFICATE (CAREER)

Program website (<https://www.frederick.edu/programs/healthcare/medical-assistant.aspx>)

Program Description

Equips students with the skills to become competent in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office tasks. The student maintains familiarity with clinical and technical concepts to coordinate administrative office functions in the health care setting.

Students must earn a grade of "C" or better in all MEDA courses.

Program Learning Outcomes

- Maintain patient confidentiality and exercise ethical judgment, integrity, honesty, dependability, and accountability in the performance of one's responsibilities.
- Interact and function as part of the interprofessional healthcare team.
- Communicate in a professional, positive, and tactful manner with patients and interprofessional healthcare teams.
- Perform all functions according to established policies and procedures.

Program Requirements

- Students must earn a grade of "C" or better in all MEDA courses.

Code	Title	Credits
Departmental Requirements		
BMGT 120	Business Communications	3
MEDA 109	Medical Terminology	3
MEDA 110	Computer Medical Office Management	3
MEDA 112	Medical Office Procedures	3
MEDA 203	Diagnostic and Procedural Medical Coding	3
MEDA 205	Medical Administrative Specialist Practicum	3
MEDA 218	Health Insurance Billing and Reimbursement	3
Total Credits		21

Transfer Note

For more information on careers and transfer, contact the Career and Academic Planning Services office at 301.846.2471 or visit Transfer Services (<https://www.frederick.edu/student-resources/counseling-advising/transfer-services.aspx>).

Guided Pathway to Success (GPS)

Suggested schedules map your path to degree completion.

Students should meet with an advisor each semester to carefully select and sequence courses based on their specific academic goals and interests. Visit Jefferson Hall or call 301.846.2471 for advising.

Recommended First Semester		Credits
Summer		
BMGT 120	Business Communications	3

MEDA 109	Medical Terminology	3
Credits		6
Recommended Second Semester		
Fall		
MEDA 110	Computer Medical Office Management (1st 7 & 1/2-week)	3
MEDA 112	Medical Office Procedures (1st 7 & 1/2-week)	3
MEDA 203	Diagnostic and Procedural Medical Coding (2nd 7 & 1/2-week)	3
Credits		9
Recommended Third Semester		
Spring		
MEDA 218	Health Insurance Billing and Reimbursement	3
MEDA 205	Medical Administrative Specialist Practicum	3
Credits		6
Total Credits		21

Part-time Students

Part-time students should complete courses in the order listed on the pathway. Please contact program manager for questions about part-time status.

Students who take fewer than 15 credits each semester or who require developmental English or Math coursework will need additional semesters to complete their degrees. Summer term and January session classes may help students to make faster progress.

Pathway Legend

Milestone - courses with the Milestone notation should be taken within the recommend credit range to stay on track for program completion.

Fall, Spring, Summer - courses with a Fall, Spring, or Summer notation indicate the course is offered in the specified semester only.