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**SCHOOL OF  
CONTINUING AND  
PROFESSIONAL  
STUDIES**



**Winter/Spring 2012**

**PROFESSIONAL AND COMMUNITY ENRICHMENT**

## Medical Administrative Assistant

### Medical Administrative Assistant

Medical Administrative Assistants support physicians and nurses in maintaining patients' medical and financial records. An administrative assistant's tasks consist of keeping medical records, greeting patients, billing and clerical duties, scheduling appointments, arranging for admission to the hospital and laboratory services, and checking supplies. A medical administrative assistant may also be required to perform certain clinical tasks including: documenting vital signs (e.g. blood pressures, pulse, respirations, and temperature), performing simple lab tests, preparing patients for examination, arranging equipment and instruments before an exam, assisting physicians during patient exams, explaining treatment, medications, diet schedules, and procedures to the patient.

### Medical Administrative Assistants – Employment and Education

Medical Administrative Assistants primarily work in doctor's offices, clinics, outpatient settings, hospitals, and other health care settings. The growth and the complexity of the U.S. health care system have resulted in a substantial increase in the need for qualified medical administrative assistants.

### Educational Requirements

Students should have a high school diploma or a GED equivalent.

### Medical Administrative Assistant Program

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerk, are all positions in great demand. This Program covers important background information on medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field.

**Course Number: NCHR351**

**Schedule: March 19 – May 7, 2012**

**Mondays/Wednesdays**

**6 – 9:30 pm**

**Course Cost: \$999**

(Textbooks and materials are included in the cost of the course)



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