

# MEDICAL OFFICE ASSISTANT MAJOR (A.A.S.)

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## Purpose

The Associate of Applied Science in Medical Office Assistant major is designed to provide formal training from a Christian worldview to future healthcare professionals in a medical office setting to ensure the functions of that office operate in an efficient, professional, and accurate manner on a daily basis while providing excellent customer service.

## Program Learning Outcomes

The student will be able to:

- Understand systems and procedures, including legal and ethical aspects in medical office practice.
- Apply knowledge of insurance, billing, coding, and bookkeeping practices to the medical office setting.
- Demonstrate knowledge of medical terminology and apply best practices in the prevention and management of infections at the medical office.

## Program of Study

### Delivery Format: Online Only

- Medical Office Assistant (A.A.S.) - Online

## Career Opportunities

- Clerical and medical billing expert
- Doctor's office assistant
- Medical clinic receptionist