

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

Purpose

The purpose of the Medical Office Assistant major is to provide formal training for healthcare professionals who hold the Christian worldview to ensure the functions of a medical office operate smoothly on a daily basis.

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.

Programs 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