

**MEDICAL ADMINISTRATIVE ASSISTANT
ASSOCIATE OF APPLIED SCIENCE
Catalog 2005-2007**

The Medical Administrative Assistant (MAA) curriculum is designed for the person who wants to specialize in the supervision or management aspects of a medical practice. The administrative assistant runs the day-to-day operation of a medical office. In a small office, the assistant would be responsible for maintaining patient records and scheduling appointments. Most MAAs are employed in larger physician offices or by group practices. The MAA serves as the office manager and hires and supervises other employees. This program is available by pre-selection only but students may enroll in general education courses prior to admission to the program. A grade of "C" or better must be achieved in all listed courses and any prerequisite courses determined necessary by Accuplacer scores.

				Credit Hours	Grade
1st Semester					
___	AOAP	116	Business English	3	_____
___	AOAP	210	Word Processing I	3	_____
___	COSC	125	Business Microcomputer Applications	3	_____
___	HITP	110	Medical Terminology	3	_____
___	HITP	125	Introduction to Medical Practice Management	3	_____
				Total 15 credits	
2nd Semester					
___	AOAP	125	Human Relations	3	_____
___	ENGL	118	Technical Composition	3	_____
___	BIOL	112	Human Body Structures and Functions	4	_____
___	ACCT	201	Fundamentals of Accounting I	4	_____
				Total 14 credits	
1st Summer Session					
___	MATH	114	Mathematics for Health Careers OR	3	_____
___	MATH	115	Intermediate Algebra and Applications	4	_____
___	SPCH	111	Interpersonal Communications	3	_____
				Total 6 credits	
3rd Semester					
___	HITP	160	Pharmacology and Laboratory Procedures	3	_____
___	HITP	170	Physician Coding (CPT-4)	3	_____
___	PTAP	130	Pathophysiology for Allied Health Students	3	_____
___	HITP	185	Computerized Medical Office	3	_____
___	HITP	150	Legal Issues in Health Information Management	3	_____
				Total 15 credits	
4th Semester					
___	ENGL	218	Advanced Technical Composition	3	_____
___	HITP	230	Reimbursement Methodologies	3	_____
___	HITP	200	Coding Classification Systems I	3	_____
___	HITP	286	Effective Healthcare Supervision	3	_____
___	HITP	260	Professional Practice Experience	2	_____
				Total 14 credits	

Total credit hours required for this degree is 64

HEALTH INFORMATION TECHNOLOGY PROGRAMS
Associate of Applied Science Degree/Health Information Technology
Associate of Applied Science Degree/Medical Administrative Assistant
Certificate/Medical Insurance Coder/Biller
Certificate/Medical Transcription

San Juan College offers four programs designed to meet the increasing demands for well educated and professionally trained Health Information Technicians in health care agencies such as managed care organizations, ambulatory clinics, hospitals, physician and dental practices, long term care facilities, cancer centers, State Health Departments, and other organizations concerned with health information such as large insurance agencies and medical and pharmaceutical research centers.

These are one, two or three year programs, depending on full or part-time status, and are selective majors. Specific requirements must be met in order to declare HIT, MAA, MCB, or MT majors. All HITP courses are offered on-line for distance education purposes and the entire curriculum required to earn the AAS degree in Health Information Technology is available on the internet using WebCT. Therefore, the San Juan College HIT Program is available to any qualified candidate who has access to the Internet. Some HITP courses may be offered only once a year; therefore, advisement for sequencing is important.

Admission to the programs is on a first-qualified, first-served basis. Acceptance to the College is granted to most applicants and does not constitute nor guarantee admission to the Health Information Programs. Final approval to enroll in the programs is granted by the Director of Health Information Technology Programs. Enrollment is limited. Taking courses that apply to the HIT curriculums does not guarantee acceptance to the programs.

To be eligible the applicant must have:

High school or college minimum GPA of 2.75. College GPA is based on a minimum of 12 non-remedial credits and completed the SJC Accuplacer tests if fewer than 18 college credits have been earned, or if deemed necessary by advisor.

APPLICATION PROCEDURE

The Program Applications are done through the Health Information Technology Office located in the San Juan College 30th Street Center Annex. You may arrange for an interview with the Director of Health Information Technologies by phoning: 505-566-3597.

Program Entry:

1. Obtain the appropriate entry application for your chosen course of study from the HIT Office.
2. Complete the enrollment process at San Juan College Admissions and Records:
 - a. Declare HIT, MAA, MTRN, or MCB as your major
 - b. Submit the General Information Form
 - c. Request official transcripts from each school that you will use for transfer credits
 - d. Request evaluation of all non-San Juan College transcripts
 - e. Take the Accuplacer tests if required
3. Submit the completed application materials to the HIT Department:
 - Formal program entry application
 - Accuplacer placement test scores and/or transcripts documenting equivalent credit
 - Documentation of all prerequisites completed or in progress.

Advanced Level Program Continuation:

As part of the mandatory academic advisement session held during the first semester of 100 Level HITP and MTRN courses, progress in the program will be reviewed. If in good standing, the intent to continue as a degree or certificate student will be documented in the Program student file. If necessary, any developmental/remedial work required before advancement will also be documented.