



ADMINISTRATIVE ASSISTANT: MEDICAL OFFICE (ASSOCIATE)

BTECH REQUIREMENTS (63-67 CREDITS)

| | | |
|--------------|--|-----|
| BTECH 112 | Keyboard Skillbuilding I (or BTECH 116 A-B) | 2 |
| BTECH 113 | Keyboard Skillbuilding II (or BTECH 116 C-D) | 2 |
| BTECH 120 | Intro to Windows (or BTECH 118 A-C) | 3 |
| BTECH 135 | Electronic 10-Key Calculator | 3 |
| Select both: | | 5 |
| BTECH 146 | Filing Review (2) | |
| BTECH 156 | Records Management (3) | |
| or select: | | |
| BTECH 145 | Records and Database Management (5) | |
| BTECH 149 | Intro to the Medical Office | 2 |
| BTECH 150 | Medical Terminology I | 5 |
| BTECH 151 | Medical Terminology II | 5 |
| BTECH 201 | Professional Office Applications I (or BTECH 200 A-B, BTECH 210 A-B & BTECH 225A) | 5 |
| BTECH 202 | Professional Office Applications II (or BTECH 220 A-C & BTECH 225 B-C) | 5 |
| BTECH 203 | Professional Office Applications III (or BTECH 200 C-D, BTECH 210 C-D & BTECH 220D) | 5 |
| BTECH 230 | Machine Transcription I (or BTECH 117B) (1) | 1-5 |
| BTECH 245 | Cooperative Work Experience | 3 |
| BTECH 246 | Cooperative Work Experience | 3 |
| BTECH 250 | Medical Forms | 5 |
| BTECH 253 | Medical Office Procedures | 5 |
| Select both: | | 4-5 |
| BTECH 248 | Business Info Technology Seminar I (2) | |
| BTECH 249 | Business Info Technology Seminar II (2) | |
| or select: | | |
| MNGT 186 | Professional Development (5) | |

BUSINESS REQUIREMENTS (23 CREDITS)

| | | |
|------------|----------------------------------|---|
| * BUS 105 | Business English I | 5 |
| * BUS 106 | Business English II | 3 |
| * BUS 240 | Human Relations in the Workplace | 5 |
| * BUS 250 | Business Communications | 5 |
| * MNGT 130 | Customer Relationship Management | 5 |

GENERAL REQUIREMENTS (7 CREDITS)

| | | |
|------------|--|---|
| BIOL& 170 | Human Biology | 5 |
| **HSCI 228 | First Aid and CPR for Health Care Professional | 2 |

Total Credits Required

93-97

**Meets related instruction requirements for professional/technical programs.*

***Valid First Aid/CPR card satisfies this requirement*

Notes:

possibilities.
realized.

ADMINISTRATIVE ASSISTANT: MEDICAL OFFICE (ASSOCIATE)

Pierce College offers the Associate in Medical Office Assistant at both the Ft. Steilacoom and Puyallup campuses. The program prepares graduates to work in a variety of medical office settings. Medical assistants/transcriptionists must work with a high degree of accuracy and a clear understanding of medical ethics, legality of medical reports and empathy for patients.

A thorough knowledge of punctuation and grammar, medical terminology, medical transcription, medical forms (including basic coding and processing insurance forms,) word processing and accounting are essential elements of the program. An office internship is required.

Students who intend to transfer to a four-year institution should work closely with an advisor and complete AA requirements (see related brochure.)

The Associate in Medical Office Assistant/Transcriptionist is designed to prepare students for entry-level positions.

Medical/Dental Assistant

Medical Transcriptionist

Medical/Dental

Office Manager

Medical Receptionist

Pierce College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability or age in its programs and activities.

Special funding may be available for unemployed workers and low-wage working parents. See your advisor or call (253) 964.6265.

Program Outcomes

- Work independently and in teams.
- Interact courteously and responsibly with diverse people in the office environment.
- Manage time and multiple tasks appropriate to the office.
- Demonstrate commitment to the office profession and life-long learning.
- Apply technical skills to meet industry standards in the office.
- Communicate effectively using written, oral, and visual communications skills.
- Use software to manage information.
- Conduct effective web searches; critically analyze web sites and related professional articles.
- Demonstrate knowledge of the United State's Health Insurance Privacy and Accountability Act (HIPAA).
- Understand and properly define medical terminology and anatomy.
- Demonstrate competency with first aid and CPR.



For More Information:

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Related Codes

Intent: **F or J**

Admin Asst. Med Off: **565**

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