

MEDICAL ADMINISTRATIVE ASSISTANT (AAS) PROGRAM STUDENT LEARNING OUTCOMES

1. Apply entry-level computer software skills in a medical office setting.
2. Demonstrate effective personal and interpersonal skills in a medical office setting.
3. Communicate effectively as needed in a medical office environment.
4. Manage tasks and people in a medical office environment.
5. Apply professional level decision making skills to various situations.
6. Discuss the distinctive characteristics of working in a medical office environment (medical knowledge, such as terminology, insurance, and other systems).
7. Undertake a variety of medical office tasks which may include interpreting codes, generating insurance forms, initiating billing, or other similar tasks.