The Medical Administrative Assistant (formerly Medical Office Reception) program prepares students to serve in integral roles in the medical office. The program prepares students with core knowledge to understand the general medical profession. This program further specifies knowledge and skills to function in an administrative capacity with reception, basic medical documentation, basic medical billing & coding and electronic medical record keeping.

LEARNING OUTCOMES:
Certificate recipients should possess the following skills & abilities:
- Read, spell, understand and pronounce basic terms of medical terminology and apply them appropriately
- Demonstrate competence in operating a personal computer system and its applications
- Communicate respectfully and professionally with co-workers, health care professionals, customers, patients, and their families
- Practice responsible and confidential communications and apply an understanding of laws and ethics as required in health care practice
- Recognize and respect cultural influences and perceptions
- Work within an integrated system of jobs and professions that make up the health care delivery system

FOR MOST UP-TO-DATE INFORMATION, GO TO:
www.bellevuecollege.edu/programs/degrees/proftech/ahe/#certificateAccomplishment_medical_office_reception

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