

ADMINISTRATIVE MEDICAL ASSISTANT CERTIFICATE

Program Number: 61-160-2

Certificate

Campus: Fond du Lac

This program is **not** eligible for financial aid

About the Program

Administrative medical assistants are at the front lines of a medical office and play an integral role in the patient experience. The courses from this certificate can be directly transferred into Moraine Park's Medical Office Specialist (<https://catalog.morainepark.edu/programs/medical-office-specialist/>) technical diploma and Medical Office Management (<https://catalog.morainepark.edu/programs/medical-office-management-aas/>) Associate of Applied Science degree should students choose to continue their education.

What You'll Learn

This certificate prepares students to perform specialized administrative tasks in a health care setting such as patient registration, scheduling patient appointments and procedures, telecommunications skills, maintaining electronic health care records, operating computer software and office equipment, and maintaining supplies for the office.

Transfer Opportunities

Earn credits at MPTC and transfer to a four-year college to earn your bachelor's degree.

Visit the Transfer Opportunities (<https://www.morainepark.edu/academics/transfer-information/transfer-to-a-four-year-college/>) page for more information on credit transfer agreements between Moraine Park and four-year colleges, both public and private.

Admission Process

Standard Admissions (<http://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/>) steps details

Credit for Prior Learning

Earn college credit outside the classroom through Moraine Park's Credit for Prior Learning (CPL) opportunities. Credit opportunities are available for:

- Previous college coursework from prior institutions
- Military training and experience
- Passing of MPTC or national exams
- Skills or knowledge developed on the job or through other life experiences

Visit MPTC's Credit for Prior Learning (<https://www.morainepark.edu/academics/transfer-information/credit-for-prior-learning/>) page for more information.

Approximate Costs

- \$141.00 per credit (resident)
- \$211.50 per credit (out-of-state resident)

- Online students are not charged out-of-state fees.
- Please refer to the MPTC Student Handbook (<http://www.morainepark.edu/studenthandbook/>) for additional enrollment fee information.

Course Requirements

Course	Title	Credits
Semester 1		
501-101	Medical Terminology	3
501-107	Digital Literacy for Healthcare	2
509-101	Medical Assistant Administrative Procedures	2
509-102	Human Body in Health and Disease	3
509-107	Medical Office Insurance and Finance	2
Credits		12
Total Credits		12

Pathways

- Medical Office Management Associate Degree (<https://catalog.morainepark.edu/programs/medical-office-management/>)
 - Medical Office Specialist Technical Diploma (<https://catalog.morainepark.edu/programs/medical-office-specialist/>)
 - Administrative Medical Assistant Certificate (p. 1)
 - Health Care Leadership Certificate (<https://catalog.morainepark.edu/programs/health-care-leadership-certificate/>)
 - Medical Billing Specialist Certificate (<https://catalog.morainepark.edu/programs/medical-billing-specialist-certificate/>)

Earn certificates, a technical diploma and associate degree along this pathway. Start with some courses for entry-level employment, and continue with additional courses for higher wages and job advancement.

Career Opportunities

- Medical Office Receptionist
- Information Clerk
- Scheduler