Medical Administrative Assistant Certificate *

Cluster Area: Health Science   **Pathway: Health Informatics**

The Medical Administrative Assistant program is designed to meet the needs of the student who is interested in attaining entry-level knowledge and skills necessary to work in the medical office field. In addition to providing an exit point for students who want to become employed rapidly, the program also provides the student with an avenue to pursue opportunities in other areas of healthcare management.

Lanier Tech		High School Alignment		
AHS 101 Anatomy & Physiology	5 hrs.	5275	Application of Therapeutic Services	.66
AHS 104 Introduction to Healthcare **	3 hrs.	5284	Introduction to Healthcare Science **	.4
AHS 109 Medical Terminology **	3 hrs.	5277	Medical Terminology in Healthcare** (formerly Applications of Medical Terminology)	.4
HMT 101 Intro to Healthcare Management	5 hrs.	5285	Health Unit Coordinator	.66
HMT 102 Admin. of Procedure for Healthcare Mgt	3 hrs.	5286	Health Unit Coordinator	.4
HMT 103 Medical Law & Ethics	4 hrs.	5189	Legal Environment of Business	.53
BUS 213 Medical Document Processing & Transcription	5 hrs.	5287	Medical Coder	.66
BUS 106 Office Procedures **	5 hrs.	5190	Business Procedures **	.66
				4.37

 * ASSET testing required for entrance to program.

** A student can earn articulated credit at Lanier Tech after passing the high school aligned course with an 85 or above average and passing the validation test by Lanier Tech with an 80 or above.

- Upon completion of coursework, students meet Career & Technology requirements for a Technical or Dual Diploma in a career pathway (3+1).

Additional Post Secondary Options:

    Students may transfer some course credits toward the following diploma/degree programs:

Medical Assisting Diploma

Healthcare Management Technology Degree

Certificate program offered on site at the Lanier Career Academy campus. Course instruction by Lanier Technical College.