

MEDICAL ADMINISTRATIVE SUPPORT - ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

Explore More About This Program: <https://cwi.edu/program/medical-administrative-support>

Degree Requirements

Course	Course Title	Min Credits
General Education Requirements		
<i>Complete the following course to fulfill the GEM 1 requirement:</i>		
GEM 1 - Written Communication course		3
<i>Complete the following course to fulfill the GEM 2 requirement:</i>		
GEM 2 - Oral Communication course		3
<i>Complete the following course to fulfill the GEM 3 requirement:</i>		
FINA 109	Personal Finance & Business Math	3
<i>Complete the following course to fulfill the GEM 6 requirement:</i>		
GEM 6 - Social & Behavioral Ways of Knowing course		3
<i>Complete the following course to fulfill the General Education Elective requirement:</i>		
GE Elective course		3
Major Requirements		
ADMS 133	Business English	3
ADMS 145	Advanced Office Information Systems	3
ADMS 231	Business Writing	3
ADMS 245	The Virtual Office	3
BOOK 151	Fundamental Accounting Concepts	3
BUSA 120	Business Software Applications	3
HLTH 101	Medical Terminology	3
MADM 113	Medical Front Office Skills	3
MADM 115	Human Relations in Healthcare	3
MADM 121	Health Information Management	3
MADM 125	Employment Skills for the Medical Office	3
MADM 223	Integrated Medical Office Software	3
MADM 233	Medical Coding	3
MADM 240	Health Insurance and Billing	3
MADM 290	Field Experience and Capstone	4
Minimum Credit Hours Required		61

Plan of Study Guide

Below is the required sequence of courses that you need to take in order to complete your program requirements. Please register for each semester as shown below using the Student Planning tool in myCWI. Consult your Student Success Advisor for any questions regarding this course sequence plan.

First Year

Fall	Credit Hours
ADMS 133 Business English	3
BUSA 120 Business Software Applications	3
HLTH 101 Medical Terminology	3

MADM 113	Medical Front Office Skills	3
GEM 1 - Written Communication course		3
FINA 109	Personal Finance & Business Math (GEM 3)	3
Total Semester Credit Hours		18
Spring		
ADMS 145	Advanced Office Information Systems	3
MADM 115	Human Relations in Healthcare	3
MADM 121	Health Information Management	3
GEM 2 - Oral Communication course		3
GE Elective course		3
Total Semester Credit Hours		15
Second Year		
Fall		
ADMS 245	The Virtual Office	3
BOOK 151	Fundamental Accounting Concepts	3
MADM 125	Employment Skills for the Medical Office	3
MADM 223	Integrated Medical Office Software	3
MADM 233	Medical Coding	3
Total Semester Credit Hours		15
Spring		
ADMS 231	Business Writing	3
MADM 240	Health Insurance and Billing	3
MADM 290	Field Experience and Capstone	4
GEM 6 - Social & Behavioral Ways of Knowing course		3
Total Semester Credit Hours		13
Minimum Credit Hours Required		61

Program Outcomes

The following are student learning outcomes for the Associate of Applied Science in Medical Administrative Support at CWI:

1. Graduates will demonstrate legal and ethical standards and professional work ethic.
2. Graduates will manage patient reception and telephone communications.
3. Graduates will schedule patient appointments, surgical and diagnostic procedures, and hospital admissions.
4. Graduates will demonstrate knowledge of insurance claims procedures.
5. Graduates will demonstrate knowledge of medical coding procedures.
6. Graduates will perform medical office financial activities.
7. Graduates will demonstrate knowledge of medical office practice management software.
8. Graduates will create and maintain patients' health information records.
9. Graduates will show evidence of problem-solving and critical-thinking skills.