

Administrative Medical Assistant

Program Information

The Administrative Medical Assistant program prepares graduates to perform administrative duties in a variety of healthcare settings. Instruction includes front-office operations such as patient reception, appointment scheduling, and telephone communication. Students are trained in medical records management, including maintaining and updating patient and office documentation. The program also covers medical billing and insurance procedures, including processing claims, handling payments, and supporting financial operations. Additional preparation includes managing correspondence and coordinating reports in compliance with healthcare regulations and professional standards.

Program Mission

The mission of the Administrative Medical Assistant Program is to prepare students who are competent in the cognitive, psychomotor, and affective learning domains to enter the profession as effective members of the health care team.

Program Competencies

Upon successful completion of the program, graduates will be able to:

1. Demonstrate professional communication skills when interacting with patients, healthcare providers, and insurance representatives, both verbally and in writing.
2. Perform front-office operations, including patient reception, appointment scheduling, telephone management, and check-in/check-out procedures.
3. Maintain accurate medical records, including creating, updating, and managing patient information using electronic health record (EHR) systems while ensuring confidentiality and HIPAA compliance.
4. Apply medical terminology appropriately in healthcare documentation, correspondence, and administrative tasks.
5. Perform basic medical billing and insurance functions, including verifying insurance coverage, processing claims, posting payments, and handling billing inquiries.
6. Demonstrate knowledge of healthcare laws, ethics, and compliance standards, including patient privacy, professionalism, and workplace safety.
7. Utilize office technology and software to manage correspondence, reports, scheduling systems, and financial records efficiently.
8. Exhibit organizational and time-management skills to prioritize tasks and support efficient healthcare office operations.
9. Demonstrate professionalism and teamwork within a healthcare setting, including dependability, accountability, and ethical behavior.

Occupational Choices

Most administrative medical assistants work in healthcare settings such as hospitals, physician offices, outpatient centers, and other medical facilities. The U.S. Bureau of Labor Statistics projects a strong demand for medical administrative assistants, with expected job growth of 15% through 2033, much faster than the average for all occupations.

Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Medical Assistants,
at <https://www.bls.gov/ooh/healthcare/medical-assistants.htm>

Average Full-time Wage

Wage data for Administrative Medical Assistant

- Workers on average earn \$47,460.
- 10% of workers earn \$33,840 or less.
- 10% of workers earn \$76,550 or more.

Source: Bureau of Labor Statistics 2024 wage data

Additional Requirements

Administrative Medical Assistant must be able to sit or stand for extended periods of time while performing desk, computer, and front-office duties, use hands and fingers repetitively for typing, filing, writing, and operating office equipment such as computers, telephones, scanners, and printers, lift and carry light to moderate items (generally up to 20–25 pounds), such as files, office supplies, or mail, bend, reach, and move throughout the office to retrieve files, assist patients, or communicate with staff, see clearly at close range to read computer screens, documents, and medical forms, hear and speak clearly to communicate with patients, providers, and insurance representatives in person and by telephone, and manage multiple tasks simultaneously in a fast-paced office environment while maintaining accuracy and professionalism.

Awards

Short-Term Certificate
Medical Assisting Technology

Program Contact

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The College regularly evaluates students' learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length and Cost*

The program is four (4) semesters. The estimated tuition cost is based on half-time enrollment of 6-8 credit hours for in-state students.

Credit Hours	Tuition rate	Bond Fee	Facility Fee	Technology Fee	Building Fee	ACCS Enhancement Fee	Tuition & Fees
3	393.00	3.00	45.00	45.00	45.00	30.00	561.00
6	786.00	6.00	90.00	90.00	90.00	60.00	1,122.00
12	1,572.00	12.00	180.00	180.00	180.00	120.00	2,244.00
15	1,965.00	15.00	225.00	225.00	225.00	150.00	2,805.00
18	2,358.00	18.00	270.00	270.00	270.00	180.00	3,366.00

*Tax is not included. This schedule is subject to change at any time resulting from action by the Alabama Community College System Board of Trustees. The estimated cost does not include books, supplies and uniforms. The length of the program is based on half-time status of 6-8 credit hours per term.

Out-of-State Rate: 2.0 times that of In-State tuition rate. (Effective: Fall 2025)

Credit Hours:

- 6- 8 hours - Half-time Student Status
- 9 - 11 hours - Three-quarter time Student Status
- 12 - above - Full-time Student Status

Suggested Course Schedule

Semester 1		
Course No.	Course Name	Credit Hour
MAT 100	Introduction to Medical Document Production	3
MAT 101	Medical Terminology	3
TOTAL		6

Semester 2		
Course No.	Course Name	Credit Hour
MAT 102	Medical Assisting Theory I	3
MAT 120	Medical Administrative Procedures I	3
TOTAL		6

Semester 3		
Course No.	Course Name	Credit Hour
MAT 121	Medical Administrative Procedures II	3
MAT 122	Basic Concepts of Interpersonal Relationships	3
TOTAL		6

Semester 4		
Course No.	Course Name	Credit Hour
MAT 220	Medical Office Insurance	3
MAT 128	Medical Law and Ethics	3
TOTAL		6
Total Degree Credit Hours		24

Course No.	Course Name	Credit Hour
MAT100	Introduction to Medical Document Prod	3

MAT 101	Medical Terminology	3
MAT 102	Medical Assisting Theory I	3
MAT 120	Medical Administrative Proc I	3
MAT 121	Medical Administrative Proc II	3
MAT 122	Basic Concepts of IPR	3
MAT 128	Medical Law & Ethics	3
MAT 220	Medical Office Insurance	3
TOTAL		24

Course Descriptions

MAT 100 This course covers basic keyboarding skills using medical terminology and format. Emphasis is placed on correct techniques and development of speed and accuracy. Upon completion, the student should be able to key medical material at an acceptable speed and accuracy level. This course is offered at least one term every year.

MAT 101 This course is designed for medical assistants, student nurses, and others in medically related fields. The course will focus on the more common prefixes, roots, and suffixes used to construct medical terms with these word parts to determine the meanings of new or unfamiliar terms. The student will learn a system of word building, which will enable them to interpret medical terms. This course is offered at least one term every year.

MAT 102 A description of anatomical descriptors and the cell introduce the student to and serves as an overview of the body's systems. The structure and function of the nervous, sensory, integumentary, muscular, skeletal, respiratory, and cardiovascular systems are taught with the diseases related to these systems presented. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This course is offered at least one term every year.

MAT 120 This course introduces medical office administrative procedures. Topics include appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records, and patient orientation. Upon completion, students should be able to perform basic medical administrative skills.

MAT 121 This course introduces medical office administrative procedures not covered in Medical Administrative Procedures I. Topics include fees, credit, and collections, banking, bookkeeping, payroll, and computerized finance applications. Upon completion students should be able to manage financial aspects of medical offices.

MAT 122 This course is designed to assist students in health occupations to learn basic principles of human behavior. Activities for developing effective interpersonal relations are included. Exploration of self-concept and the negative effect of poor self-concept as they relate to one's

health are presented. Upon completion, students should be able to apply these concepts to the work setting.

MAT 128 This course provides basic information related to the legal relationship of patient and physician. Topics to be covered include creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract, and the Medical Practice Act. Upon completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant.

MAT 220 In this course emphasis is placed on insurance procedures with advanced diagnostic and procedural coding in the outpatient facility. Study will include correct completion of insurance forms and coding. Upon completion, students should be able to demonstrate proficiency in coding for reimbursements.