



COLLEGE OF THE
CANYONS

*Discover Healthcare!
Start Here, Go Anywhere!*



Welcome! Thank You for Attending!



Discover a Career in Healthcare!

Administrative Medical Assistant

Starts: Sept. 19, 2011

Ends: Dec. 9, 2011

Classes held Monday, Wednesday, and Friday evenings

6:30 p.m. - 9:30 p.m.

No class meetings on
October 10th - Columbus Day
October 31st - Halloween Day
November 11th - Veterans Day
November 25th - Thanksgiving Break

\$1,199 Course Fee include textbooks, instructional materials, and certificate of completion.

What we are

- The program is offered through Community Education (CE)
- CE does NOT offer college credit
- You will NOT receive a transcript

The Healthcare *Team*

MD- Physicians
RN- Nurses
Pharmacists

Allied Health Providers

Administrative

Systems management including records, health administration, scheduling, billing and correspondence.

Clinical

Support identification, evaluation and prevention of diseases and disorders; rehabilitation and health management.



Objectives and Measures

■ Record

- patient demographics/vitals/BMI, BP,etc
- Medication and allergies

■ Maintain

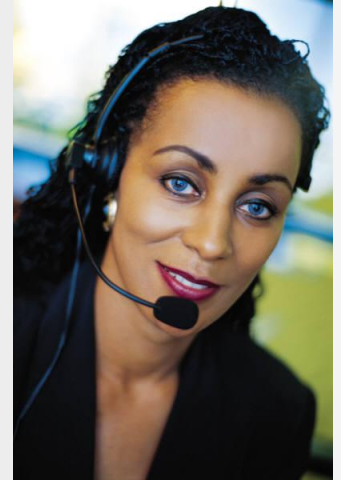
- Active medication/allergy list

■ Provide

- Patient with clinical summary lists
- Electronic Rx's
- Provider sharing of key clinical info



Administrative Medical Assistant



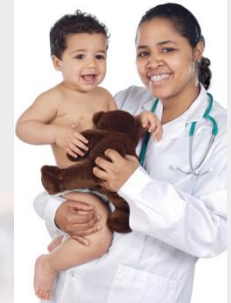
- Course designed to prepare student to work as an administrative assistant in a physician's office or clinic.
- Front office patient intake, preparation and maintenance of medical records, scheduling appointments, medical transcription and correspondence, basic insurance forms, etc.
- Practice in Medi-soft software for medical transcription.
- 12 weeks/96 hours of classroom instruction.
No externship

Where Do Administrative Medical Assistants Work?

- Hospitals, Physician and Clinic offices
- Surgery centers, physical therapy clinics,
- 'medi-spa's', retail outlets, (optometric, audiology, chiropractic, etc.)

Basically, any healthcare provider who schedules patients/customers and has processes in place for intake, treatment, and follow-up care.

Some Administrative Medical Assistants do more/less transcription/billing/scheduling depending on the practice.



Course Content



- Methods of Evaluation (80% completion required)
 - Quizzes
 - Workbook Assignments
 - Competency Check-off
 - Midterm Exam
 - Final Exam
- Equipment and supplies provided

During Course

- Access to the Internet, an email account and access to a printer are required.
- Required weekly handouts for the course are available online and must be printed out and brought to each class session.
- Print out the first week's materials and Student Handbook prior to the first class session.

Online resources for finding out more about where the jobs are and the outlook for a “medical secretary”

Google Search O*Net Online

<http://www.onetonline.org/>

The O*NET program is the nation's primary source of occupational information.

National Data

- Median wages (2009) \$14.51 hourly, \$30,190 annual
- Employment (2008) 471,000 employees
- Projected growth (2008-2018) Much faster than average (20% or higher)
- Projected job openings (2008-2018) 189,000

Questions?

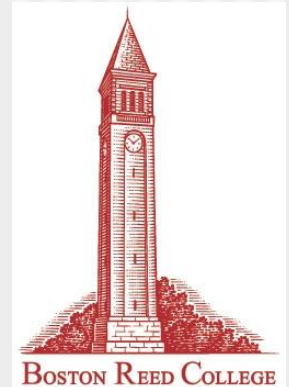


- **College of the Canyons Community Education**
 - For registration – www.canyons.edu/medicaladmin

Phone: 661-362-3300

FAX: 661-362-5425

Register now!



**COLLEGE OF THE
CANYONS**