



Unit of the Technical College System of Georgia - Equal Opportunity Institution

Medical Administrative Assistant Diploma

Campus Locations:

North Metro

College Admission

Students seeking admission to the Medical Administrative Assistant (MAA) Program must be fully admitted to the college and enroll in the college's *Healthcare Assistant Certificate* to take pre-admission general education courses.

Students are required to complete all eight (8) pre-admission general education courses before entering the Medical Administrative Assistant Diploma program.

Pre-Admission General Education Courses

Complete the following classes with a grade of C or higher:

Subject	Course	Credits	Grade
ENGL 1010	Fundamentals of English	3	
PSYC 1010	Basic Psychology	3	
MATH 1012	Foundations of Math	3	
COMP 1000	Introduction to Computers	3	
BUSN 1440	Document Production	4	
ALHS 1011	Anatomy & Physiology	5	
ALHS 1090	Medical Terminology	2	
ALHS 1040	Introduction to Health Care	3	

Academic Advisement:

Students should email a Health Sciences Advisor with questions about admission criteria or to schedule an advisement appointment.

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Program Admission

Upon completion of all eight general education courses, students will complete an application for the desired semester start (fall or spring) and submit it to the **Health Sciences Office on the North Metro Campus** by the listed deadline date. This application is available on the MAA webpage.

Once received, course completion will be verified and the student's program will be changed to Medical Administrative Assistant. Students will receive an email from the HS Office indicating that their program has been changed.

All students accepted into the Medical Administrative Assistant program will be **required** to attend an Orientation Session. If you do not attend the Orientation, you will not be permitted to continue in the program. All students accepted into MAA program will be required to complete a background check, physical and drug screen

Occupational Courses:

Students will complete the following courses with a grade of C or higher. Upon completion, students may petition for graduation to receive a Diploma in Medical Administrative Assistant.

Suggested course sequence:

Semester	Subject	Course	Credits
1 st	MAST 1060	Medical Office Procedures	4
1 st	MAST 1120	Human Pathological Conditions in the Medical Office	3
1 st	MAST 1010	Legal & Ethical Concerns of the Medical Office	2
1 st	MAST 1110	Administrative Practice Management	3
2 nd	MAST 1100	Medical Insurance Management	2
2 nd	MAST 2110	Medical Office Billing, Coding & Insurance	3
2 nd	MAST 2100	Electronic Medical Office Technology	2
3 rd	MAST 2150	Medical Administrative Assistant Seminar *All other MAST courses must be completed or in progress before enrolling in this course. *Co-requisite: MAST 2160	3
3 rd	MAST 2160	Medical Administrative Assistant Externship *All other MAST courses must be completed or in progress before enrolling in this course. *Co-requisite: MAST 2150	3

Note:

Effective Spring Semester 2014, guaranteed admission into the Medical Assisting Program will no longer be an option for students who are accepted and complete the Medical Administrative Assistant Program.

Not all courses may be available each semester.