

MAC205 : The Administrative Medical Assistant

This course prepares students to perform the administrative functions of a medical assistant. Course topics include the following: an overview of the healthcare industry, client/patient relations and communication, health information management, medical practice management, and professional workplace behavior. Students acquire skills in a medical office software package, meet CAAHEP/MAERB required administrative competencies, and explore ethical/legal issues in modern medicine.

Credits 3

Prerequisites

Enrollment in the Medical Assisting Program and [MAC101: Fundamentals of Medical Assisting](#)

Co-Requisite Courses

[MAC204: Medical Assisting Clinical Procedures and Clinical Practicum](#)

Semester Offered

Spring