

# MEDICAL ADMINISTRATIVE ASSISTANT

## PROGRAM OUTLINE



### The Penn Foster Career School Medical Administrative Assistant Program

Your independent study program offers courses designed to take you step by step through the techniques and skills that will help put you on the path to pursuing a career as a Medical Assistant. Your first course will be available as soon as your enrollment has been accepted. Other courses will follow as you complete your exams.

As you know, the Medical Administrative Assistant program is an online academic program. This means that you will need high-speed internet access to begin your program. In addition, you will need access to a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account to participate in and complete your program.

### Your program includes:

#### Course 1

- ▶ Starting Your Program
- ▶ HIT100 - Introduction to Allied Health

#### Course 2

- ▶ ALH028 - Law, Ethics, and Confidentiality in Allied Health

#### Course 3

- ▶ ALH029 - Medical Billing and Health Insurance

#### Course 4

- ▶ BUS090 - Medical Office Procedures

#### Course 5

- ▶ ALH016 - Body Systems and Medical Terminology 1

#### Course 6

- ▶ ALH017 - Body Systems and Medical Terminology 2

#### Course 7

- ▶ HIT130 - Electronic Medical Records

**Textbook:** *The Electronic Health Record for the Physician's Office with SimChart for the Medical Office*

**Simulation:** Sim Chart for the Medical Office

#### Course 8

- ▶ ALH021 - Pathology and Pharmacology

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### The Penn Foster Career School Grading System

Your examinations and projects will be graded on the following scale:

Lesson Grade	Letter	Rating
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
65-69	D	Passing
Below 65	F	Failing

An overall program average of 65%, or above, is required to graduate and earn your Career Diploma.

*Get Started Today*  
Call 800.228.0799

