

Career Major:

Health Informatics Administrative Medical Assistant



Pathway:
Administrative & Information Support

Cluster:
Business, Management & Administration

Career description:

Administrative Medical Assistants are skilled in multiple areas to work in a hospital, clinic or doctor's office. Medical Administrative Assistants are skilled in medical coding. They code patients' medical information for insurance purposes. They assign a code to each diagnosis and procedure, relying on their knowledge of disease processes. Coders then use classification systems software to assign the patient to one of several hundred "diagnosis-related groups," or DRGs. The DRG determines the amount for which the hospital will be reimbursed if the patient is covered by Medicare or other insurance programs using the DRG system. In addition to the DRG system, coders use other coding systems, such as those required for ambulatory settings, physician offices, or long-term care. Administrative Medical Assistants assist with patient scheduling and patient files.

Courses:

- Business, Marketing and Information Technology Core
- Fundamentals of Administrative Technologies
- Fundamentals of Medical Office/ Medical Technology
- Patient Billing
- Medical Insurance
- ICD9-CPT Coding
- Advanced Medical Coding
- Business, Management & Administration Capstone

Additional Career Majors In This Pathway:

- Health Informatics Medical Insurance Coder
- Health Informatics Medical Office Assistant

AVERAGE SALARY

\$32,370/year

Program Length:

1390 hours

Who Can Attend:

Adults only

Schedules Available:

Morning class: 8:10-11:00 am

Afternoon class: 12:40-3:30 pm

FULL-TIME STUDENTS:

Attend both sessions.

Entrance Requirements:

Prospective adult students should contact a Meridian career counselor for enrollment information.

College Credit:

College credit is available for this career. Please contact a Meridian career counselor for more information.

Tuition:

Scholarships are available to qualified applicants who graduate from one of our district high schools if they enroll within two years of graduation. Adult tuition is based on the number of hours in the chosen career major. A Meridian career counselor will be able to provide more information.

Licensure/Certification:

In addition to certification from Meridian, more information is available on recommended competencies at: www.ahima.org/certification.