

# MEDICAL ADMINISTRATIVE PROFESSIONAL

MiraCosta College's Medical Administrative Professional (MAP) program prepares you to effectively organize and supervise the business-related tasks of a medical office.

Our programs focus on learning about management of the electronic healthcare record, medical billing and coding, insurance claims and office technologies.

For more information, go to [miracosta.edu/map](http://miracosta.edu/map)



**MIRACOSTA COLLEGE**  
Medical Administrative Professional

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## WHAT IS THE MEDICAL ADMINISTRATIVE PROFESSIONAL (MAP) PROGRAM?

The Medical Administrative Professional Program prepares students to work in medical office settings. The program includes education and training in medical office administrative procedures, as well as:

- Introduction to medical office administration
- HIPAA compliance
- Electronic health records
- Medical coding and billing
- Patient advocacy
- Health insurance practices
- Student internships in a medical facility

Once either certificate program requirements have been completed, students qualify to participate in the Student Internship Program. Internships are designed to provide students with significant workplace experience, strengthen skills and develop mentorship relationships. For more information please contact the Career Center at 760.795.6772.



## CERTIFICATES & ASSOCIATE DEGREE

Students may choose to earn one or more of the following certificates, work toward the associate degree or complete requirements to transfer. For more information, please contact the Counseling Department at 760.795.6670 or consult the MiraCosta catalog at [miracosta.edu/map-catalog](http://miracosta.edu/map-catalog).

### Certificates of Proficiency

Certificates of Proficiency are designed to be the first step in a career ladder, which are short term certificates, typically requiring fewer than 18 units of course work and which introduce students to one aspect of an occupation.

**Medical Insurance & Coding Specialist** **12 units**

**Medical Office Specialist** **16 units**

### Certificate of Achievement

This Certificate of Achievement is designed to prepare graduates for immediate employment as a medical administrative professional.

**Medical Office Professional** **24 units**

### Associate Degree

Medical Office Professional students may earn an associate degree by completing a Certificate of Achievement and the general education courses required for MiraCosta College's Associate in Arts degree. Students should meet with a counselor to identify required courses and to develop a written educational plan. **Make an appointment with a counselor at 760.795.6670.**

## PREPARE FOR A GREAT CAREER!

The knowledge and skills taught in the Medical Administrative Professional Program lead to immediate part time or full time employment. Career options include employment in physicians' offices, hospitals, surgical centers, clinics and various government healthcare agencies.

**Demand is always high for qualified professionals. Start today on your path to a rewarding career!**

MiraCosta College and National Healthcareer Association (NHA) have collaborated to provide study guides and testing sites on our campus so students can earn some or all certifications, which include:

**Medical Administrative Assistant (CMAA)**

**Electronic Health Record Specialist (CEHRS)**

**Billing and Coding Specialist (CBCS)**

Benefits to obtaining one or more national certifications may include expanded job opportunities, a higher pay scale, improved subject matter expertise and increased job security.