

# Administrative Medical Assistant (AMA)

Associate in Specialized Business (ASB)



**The healthcare industry is continually undergoing change.**

New technology and a more competitive environment for both hospitals and physicians have made it necessary for the administrative medical assistant to be skilled in many areas.

AMAs typically interact with patients and provide administrative support to a team of medical professionals.

Through a comprehensive educational training program including attention to theory, practice, and application, students in the AMA program will develop the knowledge, skills, and competencies in many different areas of the medical office.

*Administrative Medical Assistants provide administrative support in a wide variety of settings including doctors' offices, healthcare facilities, dental practices, veterinary clinics, and social service organizations.*

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## The AMA Program Prepares Students to:

- Utilize Electronic Health Records (EHRs), encoders, and practice management software to perform medical office functions, such as patient scheduling/check-in, billing, coding, and documenting patient information
- Apply billing and coding procedures and guidelines to submit insurance claims for reimbursement and apply medical necessity standards
- Apply diagnosis/procedure codes to inpatient records using ICD-10-CM and ICD-10-PCS
- Apply diagnosis/procedure codes to outpatient records using ICD-10-CM and CPT-4
- Demonstrate the ability to process a physician-based insurance claim including obtaining patient data, claim form completion, insurance carrier processing and payment received
- Apply HIPAA and other regulations regarding confidentiality of patient information to workplace scenarios
- Create a medical office procedures manual

## Example Career Opportunities

***Patient Access  
Representative***

***Medical Secretary***

***Certified Medical  
Coder/Medical Coder***

***Transcriptionist/  
Medical Scribe***

***Patient Registrar***

For more information about the AMA program, courses, and faculty members,  
please visit [\*\*www.southhills.edu/AMA\*\*](http://www.southhills.edu/AMA)

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