Please attach/submit additional documents as needed to fully complete each section of the form.

I. DEPARTMENT / PROGRAM

Business Technology/Medical Information Technology

II. SUMMARY

This is a request to remove ACTG 180 Payroll Accounting from the Medical Administrative Assisting Program. My advisory committee suggested that this course is no longer relevant in the medical office because payroll is outsourced or completed by accounting departments.

III. ENDORSEMENTS AND APPROVALS

Requestor: Michelle Boller
Phone / Email: 
Program Chair: Cheryl Galipeau
*Other Affected Programs: Lisa Swallow
Dean: 

Signature [Signature] Date 9/14/16
[Signature] Date 9/20/16
[Signature] Date 9/20/16

* Are affected because: (a) required courses incl. prerequisites or corequisites, (b) perceived overlap in content areas, or (c) cross-listing of coursework

IV. TYPE OF PROGRAM MODIFICATION

☐ Major  ☑ Minor  ☐ Option  ☐ Teaching major / minor

☐ Other, Please describe:
V. CATALOG LANGUAGE

Attach the current catalog language with the proposed changes clearly identified.

VI. JUSTIFICATION

Members of my advisory committee suggested that ACTG 180 Payroll Accounting is no longer a necessary skill for Medical Administrative Assistants. Medical office and hospital payroll is not typically completed by someone in this position.

VII. SUBMISSION

After all signatures have been obtained, submit original, and an electronic file to the Faculty Senate Office, UH 221. An electronic copy of the original signed form is acceptable.
Medical Administrative Assisting A.A.S.

Medical administrative assistants are trained to effectively greet patients, supervise office personnel, schedule appointments, post charges and payments, submit insurance claims using current coding procedures, maintain patient records, calculate payroll, create and update the office procedures manual, assist in improving workflow and office efficiencies, and transcribe letters and patient chart notes.

Students successfully completing the program are awarded the Associate of Applied Science degree. Students may enter either autumn or spring semester.

Students entering autumn semester may complete the program in four semesters as outlined below. Students entering spring should meet with advisor prior to selecting courses.

Associate of Applied Science - Medical Information Technology; Medical Administrative Assist Option

- Print This Page

Missoula College

Catalog Year: 2016-2017

Degree Specific Credits: 63-60

Required Cumulative GPA: 2.0

Note: See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Degree Core Courses

Rule: All Courses Required

Note: ACTG 101 may be substituted for ACTG 100 at the discretion of the program director. WRIT 101 may be substituted for WRIT 121 at the discretion of the program director.

Show All Course Descriptions

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 100 - Essentials of Accounting</td>
<td>4 Credits</td>
</tr>
<tr>
<td>ACTG 180 - Payroll Accounting</td>
<td>3 Credits</td>
</tr>
<tr>
<td>AHMS 108 - Health Data Content &amp; Struct</td>
<td>2 Credits</td>
</tr>
</tbody>
</table>
**Show Description**

- AHMS 144 - Medical Terminology  
  3 Credits
- AHMS 156 - Medical Billing Fundamentals  
  3 Credits
- AHMS 175 - Medical Law & Ethics  
  2 Credits
- AHMS 220 - Medical Office Procedures  
  4 Credits
- AHMS 252 - Computerized Medical Billing  
  2 Credits
- AHMS 298 - Medical Info Internship  
  3 Credits
- AMGT 145 - Records Management  
  2 Credits
- AMGT 240 - Admin Support for the Office  
  3 Credits
- BIOH 112 - Human Form and Function I  
  3 Credits
- BMGT 216 - Psych of Mgmt & Supervision  
  4 Credits
- BMGT 245 - Customer Service Management  
  4 Credits
- CAPP 120 - Introduction to Computers  
  3 Credits
- CAPP 154 - MS Word  
  3 Credits
- CAPP 156 - MS Excel  
  3 Credits
- CAPP 254 - Advanced MS Word  
  3 Credits
- COMX 115S - Intro to Interpersonal Communc  
  3 Credits
- WRIT 121 - Intro to Technical Writing  
  3 Credits

Minimum Required Grade: C-

**57 60 Total Credits Required**

**Math Requirements**

**Rule:** Any Math Course M 105 or above

Minimum Required Grade: C-
3 Total Credits Required