RIDGEWATER COLLEGE: Healthcare Administrative Assistant

Kaaliyaha Maamulka Daryeelka Caafimaadka

ridgewater.edu/healthcareadmin

Si buuxda khadka internetka ah

Barnaamijka

Marka aad timaado kulliyadda Ridgewater, waxaad baran doontaa xirfado khaas ah oo loogu baahanyahay in aad noqoto xirfadle kaaliyaha daryeelka caafimaadka, oo gundhig adag u leh eraybixinta caafimaadka ee cilmiga dawooyinka, cudurada, xubnaha jirka, iyo hab shaqaynta jirka (physiology). Khibrad ku hel:

- Diyaarinta iyo haynta diiwaanka caafimaadka iyo dhaqaalaha
- Qabashada iyo isku dubbaridka ballamaha
- Kula shaqaynta bukaanka taleefanka iyo shaqsi ahaan
- Wax ka qabashada caymiska caafimaadka iyo mas'uuliyadaha caafimaad-sharci
- Yeelo xirfadaha ka shaqaynta diiwaanka caafimaad elektarooniga ah ee bukaanka (electronic health record (EHR))
- Ilaalinta qarsoonaanta adag ee sirta iyo ilaalinta dhamaan heerarka HIPAA
- Ka shaqaynta caymiska iyo macluumaadka biilka ee ku bixinta wakhtiga saxda ah ee sheegashooyinka caymiska caafimaadka

Waxaad sidoo kale yeelan doontaa xirfadaha xafiiska sida diyaarinta iyo dib-u-eegista diiwaanada caafimaadka, samaynta dirista waraaqaha, caawinta warbixinnada, khudbadaha, joornaalada, iyo howlaha geedi socodka shirka.

Ardayda ku jirta barnaamijkani waxay ku raaxaystaan dabacsanaanta la ballaariyay iyo u fudaynta barnaamijkani uu bixiyo hadda maadaama oo si buuxda khadka internetka loogu qaato.

Macluumaadka Xirfadda

Waaxda Shaqada ee Maraykanka ayaa ku qiimaysay shaqooyinka kaaliyaha maamulka caafimaadka 25-ka shaqooyin ee ugu koritaanka degdega badan Buug-gacmeedkooda Saadaasha Shaqada.

Kobaca shaqada Maraykanka waxaa la saadaalinayaa inuu ka koro 2018 illaa 2028 in xoog badan oo ah 16% kaaliyeyaasha maamulka daryeelka caafimaadka, oo sidoo kale loo yaqaano xoghayayaasha caafimaadka. Bartamaha Minnesota ayaa xitaa ka sarraysa oo maraysa 21.9%. Celceliska mushaharka bilowga ee gobolka Minnesota waa $17.57, oo qiyaastii la mid ah midka bartamaha Minnesota.

Xigasho: careerwise.minnstate.edu

Loo shaqeeyayaasha labada barnaamijba waxaa ka mid ah:

- Rugaha caafimaadka ama cusbitaal
- Xafiiska dhakhtarka
- Xafiiska duugduugista
- Xafiiska dhakhtarka ilkaha
- Shirkadda caymiska caafimaadka
- Shirkadaha soo saara qalabka caafimaadka iyo xarumaha cilmi baarista
- Cod-qore Madax-bannaan, guriga ku shaqeeya

Shahaadooyinka

Kaaliyaha Maamulka Daryeelka Caafimaadka

AAS Degree- 60 dhibcood

Diblooma - 48 dhibcood

Astaamaha Gaarka ah ee Barnaamijka

- Waxbarasho tayo sare leh dhanka diiwaangelinta bukaanka ee diiwaanka daryeelka bukaanka oo elektaroonig ah
- Saamiyada ardayga-macalinka ee wanaagsan si loo kordhiyo waayo-aragnimada gacan ku barashada

Ballan u samayso Booqasho & Codso Maanta!

ridgewater.edu/visit
ridgewater.edu/applynow

Galay Kaalinta #1 ee Kulliyadaha Bulshada ee Minnesota iyo 20ka Ugu Sarreeya Maraykanka, 2020 & 2021 *niche.com*

Barnaamijyada La Xiriira

Kaaliyaha Maamulka

Farsamoyaqaan Macluumaadka Caafimaadka

Kaaliyaha Sharciga

Kaaliyaha Caafimaadka

Koodhinka Caafimaadka

RIDGEWATER COLLEGE

Xubin katirsan Gobolka Minnesota

Ridgewater College waa tallaabo xaqiijin ah, shaqo bixiye iyo waxbare fursado loo simanyahay. Dukumi-intigaan waxa lagu heli karaa qaabab kale oo loogu talagalay shaqsiyaadka naafada ah; macaamiisha qaba naafonimada maqalka ama hadalka ayaa nagula soo xiriiri kara iyagoo adeegsanaya Adeegga Lalisks ee ay Doortaan. 5/2021 P190

Maajo 2021: Tarjumadan waxaa maalgelisay deeqda RC Perkins grant. Si aad u hesho macluumaadkii ugu dambeeyey ee barmaamijka, booqo ridgewater.edu oo ka dooro turjubaanka Luqadda ee af Soomaaliga.

RIDGEWATER COLLEGE

Healthcare Administrative Assistant

ridgewater.edu/healthcareadmin

Fully Online

About the Program

At Ridgewater College, you'll acquire specialized skills needed as a healthcare support professional, with a strong base in medical terminology in pharmacology, pathophysiology, anatomy, and physiology.

Gain expertise in:

- Preparing and maintaining medical and financial records
- Scheduling and coordinating appointments
- Working with patients via the phone and in person
- Addressing health insurance and medical-legal responsibilities
- Develop skills in working within the patient's electronic health record (EHR)
- Maintaining strict confidentiality and upholding all HIPAA standards
- Processing insurance and billing information for timely payment of medical insurance claims

You will also develop office skills such as preparing and reviewing medical records, creating correspondence, assisting with reports, speeches, articles, and conference proceedings.

Students in this program enjoy the expanded flexibility and convenience this program offers now that it is fully online.

Career Info

The U.S. Department of Labor ranked medical administrative assistant jobs among the top 25 fastest growing jobs in their Occupational Outlook Handbook.

U.S. job growth is projected to grow from 2018 to 2028 by a strong 16% for healthcare administrative assistants, also called medical secretaries. Cental Minnesota is even higher at 21.9%. The entry-level Minnesota wage average is $17.57, about the same for central Minnesota.

Source: careerwise.minnstate.edu

Employers for both programs include:

- Medical clinic or hospital
- Doctor's office
- Chiropractor's office
- Dental office
- Health insurance company
- Medical device manufacturing companies and research facilities
- Independent, at-home transcriptionist

Degrees and Certificates

Healthcare Administrative Assistant
AAS Degree – 60 credits
Diploma – 48 credits

Program Distinctions

- Cutting-edge education on patient documentation for the electronic healthcare record
- Great student-to-instructor ratios to maximize hands-on experiences

Schedule a Visit & Apply Today!

ridgewater.edu/visit
ridgewater.edu/applynow

Ranked Minnesota's #1 Community College and US Top 20, 2020 & 2021 *niche.com*

Related Programs

Administrative Assistant

Health Information Technician

Legal Assistant

Medical Assistant

Medical Coding

RIDGEWATER COLLEGE

A Member of Minnesota State

Ridgewater College is an affirmative action, equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities; consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

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