

## Medical Administrative Assistant with Billing and Coding Program

Program Duration: 6 months

Course Sequence	Lessons	Suggested Study Schedule
Medical Terminology		
	Lesson 1-4	Week 1
	Lesson 5-8	Week 2
	Lesson 9 - 12	Week 3
	Lesson 13 - 16	Week 4
Medical Coding		
	Lesson 1-4	Week 5
	Lesson 5-7	Week 6
	Lesson 8 -11	Week 7
	Lesson 12 -14	Week 8
	Lesson 15-18	Week 9
	Lesson 19-21	Week 10
	Lesson 22-24	Week 11
Medical Billing		
	Lesson 1 -3	Week 12
	Lesson 4-6	Week 13
	Lesson 7-9	Week 14
	Lesson 10-12	Week 15
	Lesson 13 – 14 + revoew	Week 16
Medical Office Management		
	Lesson 1 -2	Week 17
	Lesson 3-4	Week 18
	Lesson 5	Week 19
	Lesson 6-7	Week 20
	Lesson 8	Week 21
	Lesson 9-10	Week 22
	Lesson 11-12	Week 23
	Lesson 13-14	Week 24
	Lesson 15	Week 25
	Lesson 16 + review	Week 26

- The above schedule is provided as a generic guideline to help students manage their study pace efficiently towards on time completion.
- Students who are able to finish courses in a faster pace are allowed and encouraged to do so for earlier completion.
- We recommend students to follow the course sequence in the order listed above.