

Medical Office Assistant (Certificate)

Curriculum Code: 1797

Semester Hours Required for Graduation: 24-25

PROGRAM GOALS:

This program prepares students for entry into the medical office field with a wide range of skills such as transcription, updating and filing patient medical records, completing insurance forms, arranging for hospital admission and laboratory services, billing, and bookkeeping.

PROGRAM OUTCOMES:

UPON COMPLETION STUDENTS WILL BE ABLE TO:

- Communicate effectively with all stakeholders within the health care setting.
- Interact within the health care setting in a legal and ethical manner.
- Demonstrate acceptable personal behaviors that are consistent with satisfactory job performance.
- Perform administrative and clerical duties using appropriate information technology tools and information.
- Demonstrate and apply those skills necessary to effectively manage a medical office.
- Perform the daily duties as prescribed by standard office procedures.

ACADEMIC PREPARATION:

12th-grade reading level is required (readiness to begin EN 101 – Composition). (A score of 80 or higher on the placement exam is required.)

Competency in keyboarding (CI 101 or equivalent) is required.

Competency in mathematics fundamentals is required: Elementary Algebra is recommended.

LIBERAL ARTS REQUIREMENTS

0 Semester Hours

PROGRAM REQUIREMENTS

24-25 Semester Hours

BI 112	Human Biology <i>or</i>	
BI 130	Anatomy & Physiology I	3/4
BU 105	Business Communications	3
BU 125	Medical Office Procedures	3
BU 129	Medical Terminology	3
BU 145	Administrative Office Management	3
BU 214	Medical Transcription	3
BU ELE	Business Electives	6
Grand Total		24-25

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SUGGESTED PROGRAM SEQUENCE

<i>1st Semester</i>		<i>2nd Semester</i>		
BI 112	Human Biology <i>or</i>	BU 105	Business Communications	3
BI 130	Anatomy & Physiology I	3/4	BU 145	Administrative Office
BU 125	Medical Office		Management	3
	Procedures	3	BU 214	Medical Transcription
BU 129	Medical Terminology	3	BU ELE	Business Electives
BU ELE	Business Elective	3	Total	12
Total		12-13		

Career Opportunities: Hospital or medical office assistant