

## Medical Office Assistant (Certificate)

Curriculum Code: 1797

Semester Hours Required for Graduation: 24

### 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 LEARNING 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. Placement test scores must indicate readiness to begin EN 101-Composition.

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

Competency in mathematics fundamentals is required: Pre-Algebra or Pre-Statistics is recommended.

### LIBERAL ARTS REQUIREMENTS

0 Semester Hours

### PROGRAM REQUIREMENTS

24 Semester Hours

BI 112	Human Biology I*	3
BU 105	Business Communications	3
BU 125	Medical Office Procedures	3
BU 126	Medical Billing	3
BU 129	Medical Terminology	3
BU 132	Medical Coding	3
BU 145	Administrative Office Management	3
BU ELE	Business Elective	3

**Minimum Credits** **24**

\* BI 130 Anatomy & Physiology I may be substituted

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### SUGGESTED PROGRAM SEQUENCE

<i>1st Semester</i>			<i>2nd Semester</i>		
BI 112	Human Biology I*	3	BU 105	Business Communications	3
BU 125	Medical Office Procedures	3	BU 126	Medical Billing	3
BU 129	Medical Terminology	3	BU 132	Medical Coding	3
BU ELE	Business Elective	3	BU 145	Administrative Office Management	3
Total		12	Total		12

Career Opportunities: Hospital or medical office assistant

\* BI 130 Anatomy & Physiology I may be substituted