

Medical Office Assistant

Program

Medical Assisting

Degree Type	Certificate
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Program Goals

The Medical Office Assistant Certificate is designed to provide students with the essential skills and knowledge needed to excel in administrative roles within a wide range of healthcare settings. This program covers selected topics, including medical terminology, healthcare office procedures, medical billing and coding, electronic health records management, and interpersonal communication in a healthcare environment. Students may select a path tailored to their career goals providing them with a background in various aspects of health, wellness, and lifesaving critical response skills.

Program Learning Outcomes

Upon completion of this certificate program, students will be able to:

1. Communicate effectively with all stakeholders within the health care setting.
2. Interact within the health care setting in a legal and ethical manner.
3. Demonstrate acceptable personal behaviors that are consistent with satisfactory job performance.
4. Perform administrative and clerical duties using appropriate information technology tools and information.
5. Demonstrate and apply those skills necessary to effectively manage a medical office.
6. 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 is required.

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

Liberal Arts Requirements

0 Semester Hours

Program Requirements

25 Semester Hours

Course Code	Title	Semester Hours
AH 125	Medical Office Procedures	3
AH 126	Medical Billing	3
AH 129	Medical Terminology	3
AH 132	Medical Coding	3
BI 112	Human Biology I	4
BU 105	Business Communications	3

	BU ELE (3 credits)	3
	HE ELE (3 credits)	3

* [BI 130](#) Anatomy & Physiology I may be substituted for [BI 112](#).

Suggested Program Sequence

1st Semester

Course Code	Title	Semester Hours
AH 125	Medical Office Procedures	3
AH 129	Medical Terminology	3
BI 112	Human Biology I	4
	BU ELE (3 credits)	3

2nd Semester

Course Code	Title	Semester Hours
AH 126	Medical Billing	3
AH 132	Medical Coding	3
BU 105	Business Communications	3
	HE ELE (3 credits)	3

Career Opportunities: This certificate program, which can be completed in one year, offers students flexible delivery and is specially designed for students looking to enter the field of healthcare. This is also designed for professionals currently in the field who are looking to improve their skills. The certificate program provides a combination of administrative training skills and empowers students to have a direct impact on the efficiency of healthcare delivery. Graduates with a Medical Office Assistant Certificate are well prepared to contribute to the smooth functioning of healthcare facilities and play a crucial role in supporting other healthcare professionals.

Medical Office Assistant/Receptionist, Medical Secretary, Medical Billing and Coding Specialist, Health Information Technician, Administrative Assistant in Healthcare Settings, Patient Services Representative, Electronic Health Records (EHR) Specialist, Insurance Coordinator, Medical Office Manager, Medical Transcriptionist

	Total Semester Hours	25
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