

OFFICE TECHNOLOGY

Front Office Medical Certificate

PROGRAM MISSION

The Front Office Medical Certificate prepares students with a foundation for competence and skills in the medical office environment.

PROGRAM DESCRIPTION

The Front Office Medical Certificate is designed to prepare students for a career performing entry-level medical office skills for outpatient medical offices and clinics. This certificate leads to the Two-Year Medical Office Administration Degree.

PROGRAM OUTCOMES

Students who successfully complete the Front Office Medical certificate will:

1. Demonstrate professional skills that lead to success within the medical office workplace
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

CAREER CONSIDERATIONS

Entry-level medical office positions of patients records, receptionist, scheduling, and other medical office focused careers.

PROGRAM COURSE REQUIREMENTS

Year One

BA 165	Customer Service	3
CIS 120	Intro to Computer Information Systems	4
CWE 161	CWE Seminar I	1
MED 111	Medical Terminology I*	3
MED 112	Medical Terminology II*	3
MED 140	Electronic Health Records	3
MED 220	Medical Office Procedures I*	3
MED 221	Medical Office Procedures II*	3
MED 230	Health Insurance Concepts	3
OA 115	Administrative Office Professional	3
OA 116	Records Management	2
OA 124A	Keyboarding Skill Enhancement	3
OA 131	Ten-Key Calculator	1
SDP 109	Elements of Supervision*	3
WR 115 (or higher)	English Composition: Intro to Expository Writing*	4

Choose One:

BA 180 ¹	Business Mathematics I	3
MED 060	Math for the Medical Assistant	3
MTH 060 ¹	Introduction to Algebra	4

Choose One:

PSY 101	Psychology of Human Relations	3
SP 105	Listening	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3

Total Credits 48

*A grade of C or better must be attained in the courses indicated.

**Please see an academic advisor or program website for the full list of approved electives.

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

¹ MED060 is the best choice for students instead of MTH060 or BA180. MED060 helps the student to be best prepared for the career field

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

Recommended:

- Students not knowing how to keyboard should take OA110 their first term.
- Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.