

UMPQUA HEALTHCARE CAREERS, CERTIFICATE

Program Description

The Umpqua Healthcare Careers Certificate prepares 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 Umpqua Healthcare Career 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 in patient records, reception, scheduling, and other medical office focused careers.

Program Course Requirements

Course	Title	Credits
First Year		
First Term		
MED 100	Intro to Healthcare Careers ¹	2
MED 111	Medical Terminology I	3
MED 112	Medical Terminology II	3
MED 115	Anat-Phys for Medical Asst	3
MED 220	Medical Office Procedures I	3
OA 161	Career Planning	1
Credits		15
Total Minimum Credits		15

¹ Recommended courses for part time students

² Course offered in dual credit only.

Advising Notes

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

Program Entrance Requirements

- 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.