

FRONT OFFICE MEDICAL, CERTIFICATE

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

Course	Title	Credits
First Year		
First Term		
BA 165	Customer Service	3
MED 111	Medical Terminology I	3
MED 220	Medical Office Procedures I	3
OA 115	Admin Office Professional	3
OA 116	Records Management	2
OA 131	Ten-Key Calculator	1
Credits		15
Second Term		
CIS 120	Intro to Digital Literacy	4
MED 112	Medical Terminology II	3
MED 221	Medical Office Procedures II	3
MED 230	Health Insurance Concepts	3
WR 115	Intro to Expos Writing (or higher)	4
Credits		17
Third Term		
BA 106	Business Leadership	3
COM 218Z	Interpersonal Communication	4
MED 060	Math for Medical Asst	3
MED 140	Electronic Health Records	3
OA 161	Career Planning	1
SDP 109	Elements of Supervision	3
Credits		17
Total Minimum Credits		49

¹ A grade of C or better must be attained in the courses indicated.

Advising Notes

- Please see an advisor 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

Program Entrance Requirements

- Students not knowing how to keyboard should take OA 110 Alpha Keyboarding (2 cr.) 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.