

# MEDICAL OFFICE ADMINISTRATION, CERTIFICATE OF ACHIEVEMENT

Please refer to the graduation requirements section of the Catalog for information about degree and certificate requirements including Reading and Writing, Mathematics, Information Competency, and General Education requirements.

This program prepares students for administrative careers in a broad variety of health care settings.

## Learning Outcomes

Upon successful completion of the program, students will be able to:

- Perform within the ethical and legal parameters of an administrative medical office professional.
- Locate, use and refer to credible professional and technical resources as needed in day-to-day office business.
- Apply observation, adaptability, critical thinking and problem-solving techniques to continuously improve patient interactions, administrative operations and staff relations in the medical office.
- Succinctly and accurately communicate and follow through with patients and members of the healthcare team using various modalities, including up-to-date computer technology.
- Implement efficient time-management techniques to ensure smooth patient flow in a medical office.

## Certificate of Achievement Requirements

| Code  | Title   | Units        |
|---|---|--------------|
| <b>Required Core</b>  |   |              |
| ANAT 5  | Human Biology   | 4            |
| BUSI 120A   | Basic Accounting                                      | 4            |
| CSIS 50 & CSIS 50L  | MS Office Applications and MS Office Applications Lab | 3            |
| MEDA 100  | Introduction to Health Careers                        | 1            |
| MEDA 101  | Ethics, Law and IT Security in the Medical Office     | 3            |
| MEDA 105  | Medical Terminology                                   | 4            |
| MEDA 110  | Medical Office Management                             | 3            |
| MEDA 112  | Medical Office Computer Applications                  | 2            |
| MEDA 113  | Medical Procedure Coding                              | 3            |
| MEDA 114  | Medical Insurance Management                          | 2            |
| MEDA 116  | Medical Linguistics and Transcription                 | 2            |
| MEDA 117  | ICD 10 Coding   | 3            |
| MEDA 118  | Pharmacology and Human Diseases                       | 3            |
| Current valid healthcare provider CPR certificate (American Heart Association only) |   | 0            |
| Select one course from the following:   |   | 3-4          |
| ENGL 1A   | College Composition                                   |              |
|   | or ENGL 1AECollege Composition: Enhanced              |              |
| ENGL 111  | Academic Reading and Writing                          |              |
| ENSL 110  | Advanced Writing                                      |              |
| <b>Total Units</b>  |   | <b>40-41</b> |

MATH 261 - Beginning Algebra ( units) is also recommended.