

MEDICAL OFFICE ADMINISTRATION, CERTIFICATE OF ACHIEVEMENT

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 assess and 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 |
|---|--|--------------|
| Required Core | | |
| 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: | | 3-5 |
| ENGL 1A | College Composition | |
| | or ENGL 1AE College Composition: Enhanced | |
| ENGL 111 | Academic Reading and Writing | |
| ENSL 11 | Advanced Reading and Writing | |
| Total Units | | 40-42 |

Please refer to the graduation requirements section of the Catalog for information about degree and certificate requirements including