

## MEDICAL OFFICE ADMINISTRATION

### Medical Receptionist Certificate

*This 24 credit-hour certificate program is designed for the individual who is interested in working in a medical facility at the front desk. The certificate offers the skills necessary to work as an office assistant in a medical office or health care related facility. Administrative duties include patient and visitor reception, appointment scheduling, appointment confirmation calls, maintaining files, insurance verification, insurance claims processing, billing and collections, health care records management, and other clerical front desk duties. A 160-hour externship in a medical facility is offered during spring and fall semesters only, during the last semester of the program. For more information attend a Health Career Information Session or schedule an appointment with your Student Development Faculty Counselor.*

**Required:**

A grade of C or better is required in all courses.

Number	Course Title	Credits
BIO 135	Introduction to Human Anatomy and Physiology .....	4
ENG 101	Composition .....	3
HSC 104	Health Care Technology and Informatics .....	2
HSC 105	Introduction to Health Care Today .....	2
HSC 112	Medical Terminology .....	2
MOA 145	Health Care Records Management .....	2
MOA 195	Principles of Health Insurance Billing .....	3
MOA 235	Health Care Office Procedures <sup>1</sup> .....	3
MOA 265	Medical Receptionist Externship <sup>1</sup> .....	3

<sup>1</sup> Students must submit an American Heart Association Cardiopulmonary Resuscitation for the Health Care Provider (CPR) certificate before entering externship.