

# Medical Office Assistant

Program **68650**  
CIP 510716

## Certificate of Proficiency

The Medical Office Assistant certificate program provides students with the skills needed to gain entry into the medical office environment in large group medical practices, nursing care facilities, hospitals or clinics. Each year these facilities require more highly skilled workers to help in the storage, retrieval, coding and processing of the medical information needed for efficient health care delivery and reimbursement.

Successful graduates of this program will be able to understand and apply skills learned in:

- Medical terminology
- Patient scheduling and billing
- Diagnostic and procedure coding
- Insurance claim processing
- Medical machine transcription
- Law and ethics issues

Students will be able to demonstrate knowledge gained from computer courses by using administrative software to:

- Input patient information
- Protect the confidentiality of patient records
- Schedule appointments
- Handle billing input and inquiries

In addition, students will develop word processing skills in order to compose and produce reports as necessary.

Every effort is made to keep abreast of the constant changes in government and insurance regulations in order to ensure that program contents reflect current requirements and procedures.

Admission to the program requires a high school diploma or its equivalent.

### Curriculum

Code	Course (lecture/lab hours)	Credits
OST 111	Basic Keyboarding Applications (2/2)	3
BUS 105	Communication Skills for Business (3/0)	3
HPE 113	Medical Terminology (3/0)	3
OST 102	Introduction to Medical Insurance and Billing (3/0) <sup>1,2</sup>	3
OST 107	Procedures, Law and Ethics for the Medical Office (3/0) <sup>1</sup>	3
ENG 101	English Composition (3/0)	3
OST 219	Word Processing Concepts and Applications (2/2)	3
CMN 111	Speech: Human Communication (3/0)	3
OST 105	Medical Coding Procedures (2/2) <sup>1</sup>	3
OST 106	Medical Transcription (2/2) <sup>1</sup>	3
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<sup>1</sup> Students must earn a minimum grade of C to graduate.

<sup>2</sup> Students who have not passed the Basic Math portion of the College Placement Test must take MAT 033 as a corequisite with OST 102.

