

Certificate: **MEDICAL OFFICE CLERICAL ASSISTANT (MOC7)**

Credit Requirements: 37 semester credit hours

This program provides training in clerical office skills with a special emphasis on medical applications, giving students an understanding of medical terminology in addition to learning and refining valuable keyboarding, word processing and machine transcription skills, insurance billing and coding. Program graduates should have the skills needed for clerical employment in physicians' offices, clinics, public health agencies, hospitals, and health insurance offices. Students must have a "C" or better in all AOT and HIM classes to graduate.

PROGRAM REQUIREMENTS

- Students must undergo a criminal background check prior to entry into the program, with no findings that would prevent licensure/certification.
- Submission of Health Sciences division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.
- Proof of CPR course is required for graduation.

FIRST SEMESTER (FALL)

AHS 102	Medical Terminology	3
AOT 105	Keyboarding	3
BIO 112	Basic Anatomy and Physiology	4
HIM 105	Medical Office Communication & Practices	3
	TOTAL	13

SECOND SEMESTER (SPRING)

HIM 130	Billing and Reimbursement	3
HIM 140	Current Procedural Terminology I	3
HIM 216	Coding and Classification I	3
AOT 122	Medical Machine Transcription I	3
	TOTAL	12

THIRD SEMESTER (SUMMER)

HIM 141	Current Procedural Terminology II	3
HIM 227	Senior Professional Competencies	3
HIM 266	Computers in Healthcare	3
AOT 222	Medical Machine Transcription II	3
	TOTAL	12
	TOTAL CREDIT HOURS	37