Medical Office CERTIFICATE

Program Overview

Graduates of the Medical Office certificate assist with scanning information into electronic health records, releasing patient information, meeting physician documentation needs, scheduling patients, and other related duties.

High school graduation or equivalent is required. Applicants should possess excellent communication skills, meticulous attention to detail, good spelling, finger dexterity, and extreme accuracy in their work. Candidates considering this field should be comfortable reading and analyzing data, assisting with patient concerns, and working with computer programs.

Career Opportunities

Medical Office Professionals work in physician offices, surgery centers, specialty clinics, hospital, insurance companies, government agencies, research foundations, long-term care facilities, dental offices, consulting firms, rehabilitation centers or other health care facilities. Other places of employment include working for vendors of computer software.

According to the Bureau of Labor Statistics, Medical Secretarial Occupations are anticipated to increase by +/- 20.5% between 2014 and 2024 (www.bls.gov).

Program Outcomes

1. Graduates will possess the knowledge and skills for employment as a Medical Office Professional.
2. Graduates will be proficient in the use of computer software applications, including patient scheduling and electronic health record applications.
3. Graduates will possess a knowledge of medical terminology, anatomy and physiology, and confidentiality of patient health information to perform in a healthcare environment.

Information is subject to change.
This Program Requirements Guide is not a contract.

Program Faculty

Jennifer Anglin jennifer.anglin@saintpaul.edu
Kelly Dale kelly.dale@saintpaul.edu

Part-time/Full-time Options
This program can be completed by using a combination of day, evening, and Saturday courses. Part-time and full-time options are available; costs will vary depending on part-time or full-time enrollment.

Program Requirements

☑ Check off when completed

☐ All classes must be successfully completed with grade "C" or better.

Course	Cr
☐ BTEC 1421 Business Information Applications 1	3
☐ BTEC 1530 Communication Technology	4
☐ BUSN 1480 Business Career Resources	1
☐ MEDS 1420 Health Information Foundations	3
☐ MEDS 1470 Anatomy & Physiology/ Medical Office	3
☐ MEDS 1480 Medical Terminology	3
☐ MEDS 1560 Computerized Health Information	3
Total Program Credits	**20**

Program Start Dates

Fall, Spring, Summer

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Not all courses are offered each semester; a selection of courses is offered summer term.

Fall Semester

BTEC 1421 Business Information Applications 1	3
MEDS 1420 Health Information Foundations	3
MEDS 1470 Anatomy & Physiology/Medical Office	3
MEDS 1480 Medical Terminology	3
Total Semester Credits	**12**

Spring Semester

BTEC 1530 Communication Technology	4
BUSN 1480 Business Career Resources	1
MEDS 1560 Computerized Health Information	3
Total Semester Credits	**8**

Total Program Credits 20

Minimum Program Entry Requirements

Students entering this program must meet the following minimum program entry requirements prior to beginning the program:

Reading: Score of 78+ or grade of "C" or better in READ 0722

Writing: Score of 78+ on Reading Comprehension or grade of "C" or better in ENGL 0922

Arithmetic: Score of 52+

Keyboarding Skills: Minimum of 40 WPM with 3 errors or less or a grade of "C" or better in BTEC 1400.

Computer Skills: Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of "C" or better in BTEC 1418.

Assessment Results and Prerequisites: Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

329C (7188)

This document is available in alternative formats to individuals with disabilities by contacting the Director of Access & Disability Resources at 651.846.1547 or AccessResources@saintpaul.edu. Saint Paul College is an Equal Opportunity employer and educator and a member of Minnesota State.
03/15/17