

# 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

Graduates of the Medical Office Certificate program may 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 +/- 16% between 2018 and 2028 (www.bls.gov).

## Program Outcomes

1. Graduates will apply basic medical sciences in accordance to the profession.
2. Graduate will demonstrate use of office and healthcare-based software applications.
3. Graduates will demonstrate entry-level data collection, documentation, and healthcare regulatory practices.

## Program Faculty

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## Part-time/Full-time Options

This program can be completed by using a combination of online, day, evening, and Saturday courses. Part-time and full-time options are available.

## Program Requirements

- Check off when completed
- All classes must be successfully completed with grade "C" or better.

Course	Cr
<input type="checkbox"/> BTEC 1421 Business Information Applications 1 . . . . .	3
<input type="checkbox"/> BTEC 1530 Communication Technology . . . . .	4
<input type="checkbox"/> BUSN 1480 Business Career Resources . . . . .	1
<input type="checkbox"/> MEDS 1420 Health Information Foundations. . . . .	3
<input type="checkbox"/> MEDS 1470 Anatomy & Physiology/ Medical Office . . . . .	3
<input type="checkbox"/> MEDS 1480 Medical Terminology . . . . .	3
<input type="checkbox"/> MEDS 1560 Computerized Health Information . . . . .	3

**Total Program Credits . . . . . 20**

## Program Start Dates

Fall, Spring, Summer-limited course offerings

## Course Sequence

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

### First 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
<b>Total Semester Credits . . . . .</b>	<b>12</b>

### Second Semester

BTEC 1530 Communication Technology (spring only) . . . . .	4
BUSN 1480 Business Career Resources . . . . .	1
MEDS 1560 Computerized Health Information . . . . .	3
<b>Total Semester Credits . . . . .</b>	<b>8</b>

**Total Program Credits . . . . . 20**

### Minimum Program Entry Requirements

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

**Reading:** Score of 250+ or grade of "C" or better in READ 0722

**Writing:** Score of 250+ or grade of "C" or better in ENGL 0922

**Arithmetic:** Score of 250+

**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

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