

Medical Office Specialist

• *Certificate of Completion - Omak**

This two-quarter certificate program is designed to prepare students for entry-level positions in medical offices, hospitals, medical clinics, medical insurance agencies or private physician offices. The medical office specialist performs administrative duties such as maintaining medical records, reception, scheduling appointments, handling insurance and medical billing. Classes include instruction in medical office ethics issues, insurance coding and medical office procedures. Upon successfully completing this program, a student is awarded a certificate of completion.

Prerequisites: One year of high school English with grade of "C" or higher or ENGL 097 or higher, one year of high school math or MATH 090 or higher, PSYC& 100 (*formerly PSYC 101*) and computer literacy (BIT 105 recommended).

Available only on the Omak campus.

Winter Quarter			Credits
HCA	110	Medical Office I.....	5
HCA	113	HIV/AIDS Education.....	1
HLTH	123	Medical Terminology.....	3
Spring Quarter			
HCA	120	Medical Office II.....	4
HCA	116	Office Communications.....	3
BIT	116	Professional Work Relations.....	3
HCA	118	Medical Law and Ethics.....	2
Total Credits for Certificate			21

**This certificate is not financial aid eligible.*