

## 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.*

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

*\*This certificate is not financial aid eligible.*