

MEDICAL OFFICE ASSISTANT CERTIFICATE

Purpose

The Certificate in Medical Office Assistant prepares students for a healthcare career path by providing an introduction to the business and administrative aspects of the systems and procedures in the day-to-day operations of a medical office.

Program Learning Outcomes

The student will be able to:

- Understand systems and procedures, including legal and ethical aspects in medical office practice.

Program of Study

Delivery Format: Online Only

- Medical Office Assistant Certificate - Online

Career Opportunities

- Communicating With Patients
- Coordinating with other Medical Professionals
- Filing Paperwork and Keeping Records
- Handling Medical Coding, Billing, and Insurance Claims
- Working in an Office Environment at a Clinic or Doctor's Office

Additional education or training may be required for some jobs or occupations. Conferral of a certificate does not guarantee job placement.