

Certificate

MEDICAL ADMINISTRATIVE ASSISTANT

This program is no longer accepting any students. Please work with an advisor to select an alternative program of study.

This certificate program provides training in medical office skills with a special emphasis on medical applications. Graduates gain an understanding of medical office processes and terminology, in addition to keyboarding, word processing, basic insurance coding, and billing.

CURRICULUM SEQUENCE

First Semester - Fall

	Course Title	Semester Credit Hours
AOT 105	Keyboarding	3
AOT 134	Office Communications	3
MAT 155	Contemporary Mathematics	3
AHS 102	Medical Terminology	3
	TOTAL	12

Second Semester - Spring

AOT 110	Document Formatting	3
AOT 180	Customer Service	3
AOT 234	Administration Office Communications	3
ENG 155	Communications I	3
HIM 103	Introduction to Health Info & Coding	3
	TOTAL	15

Third Semester - Summer

AOT 210	Document Production	3
AOT 220	Medical Office Administrative Procedures	4
AOT 270	SCWE in Admin Office Tech	3
	TOTAL	10
	TOTAL CREDIT HOURS	37

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