

# MEDICAL ASSISTANT - FRONT OFFICE - CERTIFICATE OF ACHIEVEMENT

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The Medical Assistant-Front Office certificate program requires a total of 22 units. Students will learn medical terminology, coding, and billing. Courses in communications, technology, and business are also part of the program. An internship is included to provide practical experience in the healthcare environment. After completion of the program, students can apply for positions such as, medical biller, patient specialist, or office assistant.

## Program Learning Outcomes

- Apply for employment as a Medical Office Assistant or an Office Assistant.
- Secure an entry-level position in an office environment.
- Manage the front office in the healthcare environment.
- Handle scheduling appointments.
- Read, interpret, and produce medical documents.
- Process insurance forms and claims.
- Handle patient concerns.
- Handle patients' accounts using a medical billing application.

Course	Title	Units
ACCTG 101	Bookkeeping for Small Business	3
BIS 007	Business Writing Skills	3
BIS 012	Business Document Production	2
BIS 016	Medical Front Office Skills	2
BIS 017	Medical Terminology	1
BIS 102	Microsoft Excel	3
BIS 135	Human Relations in the Workplace	3
BIS 138	Work Experience	2
BIS 160 or BIS 162	Computerized Medical Billing Medical Coding	2
BIS 161	Computerized Medical Office Procedures	1
Total Units		22