



## Medical Office Manager Certificate of Proficiency 40 Credits

This certificate program is designed for students who have completed the Medical Office Administration Degree or who have previous medical office experience and will allow them to increase their ability to achieve the goal of medical office manager. Students in this program must complete each class with a grade of 2.0 or higher, and some prerequisites may be needed to enter the required classes. Students may enter this program at the beginning of any quarter.

**Contacts:** Lea Ann Simpson, ext. 4393      Julie Slettvet, ext. 4687      Shannon Sharpe, ext. 4378  
[lsimpson@greenriver.edu](mailto:lsimpson@greenriver.edu)      [slettvet@greenriver.edu](mailto:slettvet@greenriver.edu)      [ssharpe@greenriver.edu](mailto:ssharpe@greenriver.edu)

Dept./No.	Course Title	Credits
ACCT 110	Practical Financial Accounting 1	5
BTAC 130	Business Correspondence	5
BTAC 245	Medical Office Procedures	5
BTAC 266	Inside Microsoft Office	5
BUS 166	Human Relations and Work Readiness	5
CMST& 210	Interpersonal Communication	5

**Electives:** *To enhance the student's preparation for future employment, select **10 credits** from the following:*

AP 100 <b>or</b> AP 102	Survey of Human Anatomy and Physiology <b>or</b> Bringing Anatomy and Physiology to Life	5
BTAC 100	Fundamentals of Computers	5
BTAC 110	Business Math Applications	5
BTAC 112	Beginning Word	5
BTAC 122	Introduction to Medical Transcription	5
BTAC 140	Records Management	5
BTAC 142	Health Information and Delivery Systems	5
BTAC 143	Medical/Legal Aspects of Health Information	5
BTAC 145	Introduction to ICD Coding	5
BTAC 146	Introduction to CPT Coding	5
BTAC 150	Introduction to Windows	5
BTAC 162	Introduction to Excel	5
BTAC 185	Introduction to Microsoft Access	5
BTAC 214	Introduction to Information Security	5
BTAC 250	Office Relations and Procedures	5
BTAC 255	Advanced Word	5
ENGL 108	Medical Terminology	2