



Medical Office Support Certificate of Proficiency 25-30 Credits

The Medical Office Clerk Certificate prepares students for entry-level employment in physician practices, emergency rooms, ambulatory facilities, hospitals and other medical facilities. Students will train to perform medical office duties including patient scheduling, registration, paper and electronic medical record access and data entry. Students will obtain training in medical terminology, general billing, reports, and correspondence.

These classes may be applied toward the two-year Associate in Applied Arts Degree. Students in this program must complete each class with a grade of 2.0 or higher.

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<u>Dept./No.</u>	<u>Course Title</u>	<u>Credits</u>
BTAC 100	Fundamentals of Computers	5
* BTAC 101	Beginning Keyboarding	0-5
BTAC 111	Introduction to Computer Literacy	5
BTAC 125	Medical Terminology for Office Administration	5
BTAC 245	Medical Office Procedures	5
CMST& 210	Interpersonal Communication	5

To enhance the student's preparation for future employment, the following are recommended:

BTAC 102	Intermediate Keyboarding	5
BTAC 110	Business Math Applications	5
BTAC 112	Beginning Word	5
BTAC 130	Business Correspondence	5
BTAC 132	Business Communication Applications	5
BTAC 142	Health Information and Delivery Systems	5
BTAC 143	Medical/Legal Aspects of Health Information	5
BTAC 150	Introduction to Windows	5
BTAC 162	Introduction to Excel	5

* Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.