

Healthcare Office

Certificate of Technical Studies

Gainful Employment Program Information (<http://www.gfcmsu.edu/webs/gepi/healthoffice.html>)

NOTE: This program is in moratorium and will not be accepting new students.

According to the U.S. Bureau of Labor and Statistics, office assistants update and file patients' medical records, fill out insurance forms, and arrange for hospital admissions and laboratory services. They also perform tasks less specific to medical settings, such as answering telephones, greeting patients, handling correspondence, scheduling appointments, and handling billing and bookkeeping.

Employment is projected to grow about as fast as the average. Secretaries and administrative assistants will have among the largest number of job openings due to growth and the need to replace workers who transfer to other occupations or leave this occupation. Opportunities should be best for applicants with extensive knowledge of computer software applications.

The Healthcare Office Professional Certificate prepares students with the skills necessary to enter the medical workforce in clinics, hospitals, and other health care facilities. Students gain skills in basic computer, medical terminology, professional and career responsibilities, interpersonal communication, records management, written communications, financial administration, managing the office, and employment.

Outcomes

Graduates are prepared to:

- Perform administrative tasks, including patient scheduling, filing, medical office accounting systems, medical records management, and telephone procedures.
- Respond to and initiate written and oral communication in a professional manner to patients, healthcare providers, allied health professionals, and medical facilities.
- Follow legal guidelines in maintaining documentation and patient records, and understand and apply HIPPA guidelines in the medical office setting.
- Utilize computer software competently for various medical office functions.
- Demonstrate knowledge and use of medical terminology and how electronic medical records fit into health care.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$1,627
Application Fee	\$30
Books/Supplies	\$931
Total	\$2,589

* Fall 2017 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

Recommended Skills:

Students wishing to enter the Healthcare Office Professional Certificate are strongly advised to be proficient in keyboarding and typing.

Some health care facilities require employees to be certified in CPR and/or First Aid; a Basic Life Support CPR course is highly recommended before graduation.

Course	Title	Credits	Grade/Sem
First Year			
Fall			
AHMS 106	Healthcare Professional +	2	_____
AHMS 108	Health Data Content & Struct +	3	_____
AHMS 144	Medical Terminology +	3	_____
AHMS 220	Medical Office Procedures +	3	_____
CAPP 131	Basic MS Office +	3	_____
COMX 115	Intro to Interpersonal Communc +	3	_____
Credits		17	
Total Credits		17	

* Indicates prerequisites needed.

** Placement in course(s) is determined by placement assessment.

+ A grade of C- or above is required for graduation.