

<i>Certificate</i>
Medical Front Office Reception
<i>The Medical Front Office Reception certificate is designed to prepare students with knowledge and skills required for positions as a patient services coordinator or medical receptionist in a medical office or clinic. Also prepares students for performing a broad range of medical administrative duties.</i>

CORE REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
MA 101	Medical Terminology I	2
MA 106	Basic Clinical Skills	3
MA 107	Intro to Professional Medical Office	3
MA 108	Medical Law and Ethics	2
MA 109	The Electronic Medical Office	3
MA 112	Basic Anatomy, Physiology, and Pathology	3
MA 119	Medical Insurance and Finance (CP)	4
MA 130	Customer Relations for the Medical Professional (HR)	3
Total		23

SPECIALTY REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
MA 110	Medical Front Office	3
MA 111	Patient Services Coordinator	5
MA 144	Office Emergencies	1
CO-OP 180 or PSYCH 106	Preparing for Work-Based Learning Experience Job Finding Skills	2
CO-OP 190	Cooperative Work Experience	3
Total		14

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
ENGL& 101 (<i>ENGL 101</i>)	Composition I (CM)	5
BIS 101	Introduction to Business Computing	3
Total		8
TOTAL CREDITS		45

Students should plan to complete required English and math courses within their first 30 credits of study.
* CM = Communication, HR = Human Relations, CP = Computation