

MEDICAL OFFICE ASSISTANT CERTIFICATE OF PROFICIENCY



The following Certificates of Proficiency are designed for the student who needs to be prepared to enter an entry-level job. A department-issued certificate may be awarded upon successful completion of a prescribed course of study. These certificates will not appear on a student's transcript.

The Medical Office Assistant Certificate of Proficiency provides students with the skills necessary to gain employment in a variety of medical office environments. Students may choose to begin a new career or update existing job skills. Students successfully completing the certificate will be qualified to seek employment as: medical office receptionists, assistants, medical clerical workers, hospital admitting clerks, medical insurance billers, medical insurance coders, and insurance claims processors.

Note: All courses must be completed with a letter grade of "C" or higher or "Pass."

| Code | Title | Units |
|--------------------|---------------------------|-------------|
| BOT-161 | Medical Terminology | 3 |
| BOT-165 | Medical Insurance Billing | 4.5 |
| BOT-167 | Medical Coding | 4 |
| BOT-170 | Medical Office Procedures | 6 |
| Total Units | | 17.5 |