



# Certificate

## Medical Office Assisting Certificate

### Year One (sample schedule)

#### Quarter One (Fall)

- INFO 101 Research in Health and Social Sciences .....2
- MED 102 Medical Terminology for Medical Assistants .....5
- MED 150 Medical Billing & Coding I for Medical Assistants .....5

#### Quarter Two (Winter)

- AMATH 121 Applied Math for Prof/Tech Programs.....5
- F A 180 First Aid/CPR for Healthcare Providers .....1
- MED 135 Medical Office Procedures.....4
- MED 151 Medical Billing & Coding II for Medical Assistants ....5

#### Quarter Three (Spring)

- CAT 130 Introduction to Microsoft Word .....5
- MED 140 Medical, Ethical & Legal Communications.....4
- MED 155 Medical Office Assistant Extern and Test Prep .....6

#### Quarter Four (Summer)

- ENGL& 101 English Composition I.....5
- CAT 140 Introduction to Excel .....5
- HUMDV 120 Human Relations .....3

**Total Credits Required 55**

### Specifics

#### Length of Program

Courses with prerequisites, and the placement level of the student, may extend the length of Program listed on this page.

#### Which Quarter Can I begin?

The typical student schedule is based on entering the program during the fall quarter.

#### Details

**Completion Award:** Certificate  
**Length of Program:** 4 Quarters  
**Program Code:** MLAMOC45

#### Program Coordinator (contact with questions)

Rachel Pairsh (360) 417-6414  
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**Apply online:** [www.pencol.edu/GetStarted](http://www.pencol.edu/GetStarted)

#### Notes



## Certificate

# Medical Office Assisting Certificate

### Program Description

The Peninsula College Medical Office Assistant Certificate program provides training for adults seeking employment in the administrative areas of medical offices, clinics, hospitals, home health, extended care facilities, and other healthcare settings. Technology skills are integrated to prepare students for medical office employment, including electronic medical billing and coding, bookkeeping and accounting, and charting in patient records. Immunizations & background checks must be completed prior to the student being placed into a local healthcare facility for their required externship/practicum experience(s).

### Goals

- Prepare students for a variety of medical office related jobs.
- Offer a medical office assistant program that aligns with recommendations from local employers and industry trends.
- Meet the growing need for trained Rotating Allied Health Program Planning medical office assistants.

### Student Learning Outcomes

Upon completion of the Medical Office Assistant program, students will be able to:

- Perform the duties of a professional medical office assistant/specialist.
- Identify legal and ethical issues related to medical office assistant duties and responsibilities.
- Use medical terminology correctly.
- Effectively communicate with other healthcare team members, patients, and physicians.
- Procure and distribute office supplies.
- Manage documents, both paper and electronic, in a medical office.
- Demonstrate knowledge and competency in ICD-10 coding and electronic medical billing of multiple insurances.
- Follow laws and regulations regarding patient privacy and confidentiality.
- Format and generate various documents required in a medical office setting.

### Career Opportunities

There is a high demand for professional medical office assistants and an increasing number of employers are seeking skilled medical office assistants. Graduates may find positions in a variety of healthcare settings including medical offices, clinics, hospitals, home health and extended care facilities.

### Potential Positions and Earning

Potential positions include: Medical office assistant, medical secretary, admissions coordinator, billing coordinator, patient coordinator.

For current employment and wage estimates, please visit and search for medical secretary:

[www.bls.gov/oes](http://www.bls.gov/oes)

### Assessment

Students are required to place into the English and math/applied math courses required for the program. Learn more about placement options by visiting the Assessment and Placement website: <http://www.pencol.edu/placement-testing>

### Program Requirements

Course requirements are listed below, along with the typical quarter/year in which the course is completed. The typical student schedule is based on entering the program during the fall quarter. Actual student schedule may vary. Since some courses have prerequisites, actual completion time may be longer than what is indicated for the length of Program.

### Approximate Additional Costs

Placement Test Fee .....	\$20
Books, supplies, misc. fees (per quarter) .....	\$250-\$300
SOC-43-6013 Medical Secretaries	
Approx. total tuition based on 2018-2019 WA resident tuition rates. (Based on average 15 credits for terms 1, 2, 3, and 4 - additional fees may apply) .....	\$7881.81