

## PROGRAM OF STUDY

### Medical Administrative Assistant Certificate of Achievement

Upon completion of this certificate, the student will be able to register new patients and assist with form completion, retrieve charts, enter patient data, perform various typing requests, maintain and file treatment records, prepare schedules, call patients with appointment reminders, answer phones and route messages, call the pharmacy for prescription order refills and arrange for a patient's hospital admission. They will also be able to make sure copies of lab test results are mailed to patients and demonstrate the ability to meet deadlines and handle multiple tasks. Keyboarding and computer skills knowledge of word processing applications, thorough knowledge of medical terminology, efficient filing skills, knowledge of the scheduling, registration, or admission process and excellent customer services skills are learned and practiced in this program. This certificate emphasizes technical medical front-office skills, as well as personal and social skills necessary to succeed in the work place.

#### Required courses - 23 units

		<b>Units</b>
OT1	Computer Basics	1.5
OT6	Data Entry Essentials	1.5
OT10	Medical Terminology	3
OT11A	Microsoft Word Essentials	1.5
OT11C	Word Processing Projects	1.5
OT16	Preparing for a Job Interview	1
OT17	Job Retention and Responsibilities	1
OT28	Medical Office Management Software	1.5
OT41	Medical Administrative Assistant	3
OT42	Medical Document Preparation	3
OT44	Filing Procedures	2
OT150	Beginning Keyboarding	1
OT151	Championship Keyboarding	1
OT152	Speed Typing	1

#### Select one English course from the following list - 2-5 units

		<b>Units</b>
ENGL1A	Reading and Composition	4
ENGL105	Grammar and Punctuation	2
ENGL125	Writing Skills for College	4
ENGL130	Accelerated Writing	5

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#### **Total Units**

**25.5 - 28.5**

Effective Term: Spring 2017

PID 639