

# Medical Office Assisting

[medicaloffice.chemeketa.edu](http://medicaloffice.chemeketa.edu)

This program prepares you for a wide range of duties in medical offices. Administrative responsibilities may include scheduling and receiving patients, keeping medical records, handling telephone calls and correspondence, and purchasing and maintaining supplies and equipment. Medical office assistants may be responsible for administrative functions and processing insurance claims, accounts, fees, and collections. Students should contact the advisors of the Health Services Management program as some classes taken in the program may apply toward the Associate of Applied Science degree.

Your clinical duties may include assisting with examinations and treatments, obtaining medical histories, sterilizing instruments and equipment, and performing certain diagnostic tests and laboratory procedures in a health care facility.

The program offers clinical experience as well as theory and laboratory courses. Students must complete terms 1 and 2 in all HM, BI, and MED classes to be eligible for practicum.

## Program outcomes

### Students completing the certificate will:

- Use medical business procedures to link patients to identified health care systems.
- Perform basic clinical assessments and minor treatments.
- Accurately record patient history and related information.
- Apply current technology associated with health care systems that are the standard of practice in outpatient clinics, health departments, and medical practices.
- Use specific skills related to the scope of practice for a medical assistant in order to maintain and upgrade the delivery of health care.
- Comply with the professional ethics policies and procedures related to medical and legal matters, including confidentiality, medical records management, release of information, patient rights, workplace rights, and informal consents in health care facilities.

## Getting started

This is a fall term entry program with special admission requirements and enrollment limits. The first step to entering this program is to take part in an assessment process, which includes taking the college's free placement test and meeting with Counseling and Career Services. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

AHI 115	Healthcare Career Success Strategies.....	2
CIS101	Introduction to Microcomputer Applications .....	3
MTH060	Introductory Algebra+ (or higher).....	4
RD090	College Textbook Reading (or higher) .....	3
WR115	Introduction to Composition+ (or higher) .....	3

If you have questions about the requirements, call Counseling and Career Services at 503.399.5120 or 503.399.3994, or program staff at 503.399.5275. Failure to be assessed may delay your entry into program classes.

## Medical Office Assisting Certificate of Completion

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,737; class fees, \$273; student services fee, \$26; universal fee, \$312; equipment and supplies, \$290; physical examination, \$185; immunizations, \$250; travel to practicum, \$275; uniform, \$200. Contact the Financial Aid Office at 503.399.5018 to find out if you qualify for help with these costs. Students are responsible for costs related to travel to practicum locations.*

Students are required to submit a copy of their current CPR card and completed physical exam and immunization forms prior to fall registration. Students must also pass a criminal background check and possible drug test.

You may earn a Certificate of Completion by successfully completing the 52 required credit hours with a grade of "C" or better in all courses.

Course	Title	Credit Hours
<b>Term 1</b>		
BI171	Introduction to Human Anatomy & Physiology 1 .....	3
	or	
BI231	Human Anatomy and Physiology .....	4
HM101	Medical Law and Ethics.....	3
HM105	Professional Development A.....	1
	or	
FE205B	Résumés and Job Search Correspondence.....	1
HM110	Health Information Systems Procedures 1 .....	4
HM120	Medical Terminology 1 .....	3
MED124	Medical Assisting, Basic Procedures* .....	4
<b>Term 2</b>		
BI172	Introduction to Human Anatomy & Physiology 2 .....	3
	or	
BI232	Human Anatomy and Physiology .....	4
HM106	Professional Development B.....	1
	or	
FE205C	Interviewing for Success.....	1
HM112	Health Information Systems Procedures 2.....	4
HM114	CPT-IV Coding/Reimbursement.....	3
HM121	Medical Terminology 2.....	3
MED125	Medical Assisting, Advanced Procedures* .....	5
<b>Term 3</b>		
HM115	ICD-9-CM Coding/Reimbursement.....	3
HM122	Medical Terminology 3/Human Diseases .....	3
MED130	Medical Assisting Practice .....	5
MED131	Medical Assisting Seminar .....	1
PSY101	Psychology of Human Relations+ (or higher) .....	3

+Meets related instruction requirement.  
\*To be taught in a Skills Lab format.

