



Medical Office Management & Billing

Certificate (36 SCH*)

*Semester Credit Hour

5/2024

Academic Support Courses - 12 SCH

ITSC 1309 - Introduction to Computing
HITT 1305 - Medical Terminology I
POFT 1329 - Beginning Keyboarding
MDCA 1309 - Anatomy and Physiology for Medical Assistants

First Semester - 12 SCH

HPRS 2300 - Pharmacology for Health Professions
MDCA 1343 - Medical Insurance
POFT 2301 - Intermediate Keyboarding
POFM 1302 - Medical Software Applications

Second Semester - 12 SCH

HPRS 2301 - Pathophysiology
ITSW 1304 - Introduction to Spreadsheets
POFT 1313 - Professional Workforce Preparation
POFT 2312 - Business Correspondence & Communication

Marketable Skills

- Critical Thinking
- Communication
- Teamwork
- Personal Responsibility
- Social Responsibility
- Computer Skills
- Organizational Skills
- Customer Service
- Experience Through Volunteer Medical Office Work

Program Outcomes

- Medical Terminology
- Basic Clinic Operating Procedures
- Medical Office Billing Practices
- Electronic Health Records
- Good working knowledge of anatomy and physiology
- General Knowledge of ICD-10 and & CPT Coding
- Submission of claims to insurance carriers
- Answering inquiries on a timely basis
- Microsoft Office Word, Excel, PowerPoint

High School Endorsements

Public Service

Expected Salary

Texas wage data: workers on average earn \$39,990; 10% of workers earn \$26,790 or less; 10% of workers earn \$67,570 or more.

Additional Educational Opportunities

Associate Degree, Bachelor or Master Degree in Business Administration, Public Health, or Health Administration

Career Opportunities

Medical Secretary; Healthcare Technician; Medical Biller/Coder; Medical Clinic Receptionist; Front Office Assistant in a Physician's Office; Unit Clerk in a Health Care Facility; Allied Health Care Administrative Assistant; Patient Registration.