

MEDICAL OFFICE MANAGEMENT CERTIFICATE

Medical administrative assistants compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care system. Process, maintain, compile and report patient information for health requirements and standards in a manner consistent with the health care industry's numerical coding system.

- Degree Type: Certificate
- All required courses available online
- TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>): not required
- Capstone course: POFM-1317 Medical Administrative Support (front Office)

This program leads to the Office Technology/Medical Office AAS degree.

Course	Title	Hours
Term One		
MDCA-1313	Medical Terminology	3
BCIS-1305	Business Computer Applications	3
BMGT-1327	Principles of Management	3
POFT-1301	Business English	3
Hours		12
Term Two		
POFM-1300	Basic Medical Coding	3
POFM-1327	Medical Insurance	3
POFT-1321	Business Math	3
MRMT-1307	Medical Transcription I	3
Hours		12
Term Three		
ACNT-1303 or POFM-1380	Introduction to Accounting I or Coop Education, Medical Admin/Exec Assistant & Medical Secretary	3
POFI-2301	Word Processing	3
ITSW-1304	Introduction to Spreadsheets	3
POFM-1317	Medical Administrative Support (front Office) (Capstone)	3
Hours		12
Total Hours		36