



Degree Guide:

Medical Office Assisting Certificate

Program

[Medical Assisting \(MED\)](#)

Degree Type

Professional Technical Certificate

Program Coordinator

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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).

Program Length: 4 Quarters
Program Code: MOMOAC45

Career Opportunities and Earnings

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 include:

- Admissions coordinator
- Billing coordinator
- Medical office assistant
- Medical secretary
- Patient coordinator

For current employment and wage estimates, please visit and search for Medical Secretary: bls.gov/oes.

Program 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



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

Approximate Additional Costs

- Placement test fee: \$20
- Books, supplies and miscellaneous fees: \$250-\$300
- Tuition and fees: \$6,424.05 total based on 2022-23 [WA resident tuition rates](#) (additional fees may apply)
 - First quarter (12 credits): \$1,479.68
 - Second quarter (15 credits): \$1,696.25
 - Third quarter (15 credits): \$1,696.25
 - Fourth quarter (13 credits): \$1,551.87

Sample Schedule

This sample schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

First Quarter (Fall)

Catalog #	Course Title	Credits
INFO 101	Research in Health and Social Sciences	2
MED 102	Medical Terminology for Medical Assistants	5
MED 150	Medical Billing and Coding I	5

Second Quarter (Winter)

Catalog #	Course Title	Credits
AMATH 121	Applied Math for Professional & Tech Programs I	5
FA 180	First Aid for Healthcare Providers	1
MED 135	Medical Office Procedures	4
MED 151	Medical Billing and Coding II	5

Third Quarter (Spring)

Catalog #	Course Title	Credits
AOS 105	Introduction to Microsoft Word	5
MED 140	Medical, Ethical, Legal Communication	4
MED 155	Medical Office Assistant Extern and Capstone	6



Fourth Quarter (Summer)

Catalog #	Course Title	Credits
AOS 106	Introduction to Microsoft Excel	5
ENGL& 101	English Composition I	5
HUMDV 120	Human Relations	3

Your personal educational plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your math and English placement; Learn more about placement options by visiting the [Assessment and Placement website](#).
- If you start in our [Transitional Studies](#) program

Total Credits	55
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