

# MEDICAL FRONT OFFICE CLERK – CERTIFICATE OF COMPLETION

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The Medical Front Office Clerk program provides students with the necessary preparation for entry-level positions in a medical front office setting. The curriculum also prepares students for a pathway to credit medical assisting programs. Students gain knowledge in medical terminology, medical billing and coding, software applications, administrative duties, legal requirements on reporting and patient privacy, communication, customer service, medical transcription, and workplace diversity.

A Certificate of Completion is awarded upon completion of all required courses.

Total Hours: 117 - 153

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## Required Courses

Code	Title	Units
BUSN 2601A	COMPUTER KEYBOARDING A	
BUSN 7304	FUNDAMENTALS OF OFFICE RECORDS MANAGEMENT AND FILING	0
HLTN 5000	INTRODUCTION TO MEDICAL TERMINOLOGY	0
HLTN 5001	MEDICAL FRONT OFFICE CLERK PROCEDURES	0

## Program Outcomes

- Communicate using proper Medical Terminology.
- Demonstrate basic clerical functions and work ethics applicable in a medical front office setting.
- Establish and maintain confidential medical records and document administrative information for a medical front office setting.