EDMONDS
COMMUNITY
COLLEGE

20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

Medical Office Technology – Medical Office Clerk
Certificate
Program Requirements
2011-2012

Student Name _____

Student ID _____

Certificate Program Description The Medical Office Clerk Certificate is designed to prepare the graduate for positions as entry-level medical office support professionals. The program includes courses in general office skills, grammar, medical terminology, medical law and ethics, medical records, and medical document processing and computer applications. Graduates may find employment in doctors' offices, medical clinics, hospitals, and other health facilities.

Employment opportunities for MIT Certificate graduates may be found in outpatient-related settings such as physician's practices, medical clinics, surgical centers, hospitals, insurance companies, managed care organization, long-term-care facilities, and home-health agencies.

These settings provide a variety of administrative support positions including medical receptionist, patient registration clerk, medical records clerk and patient accounts representative.

Degree Outcomes Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at http://catalog.edcc.edu.

Common Course Numbering Changes Please refer to www.edcc.edu/ccn for more information.

Credit/Grade Requirements The **Certificate** requires successful completion of a minimum of **38** credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses.

Students are advised to
- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- Review the college catalog for required course prerequisites and include these in schedule planning
- Communicate with a faculty adviser

Graduation Application A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at www.edcc.edu/credentials/

Advisers The advisers for this program are

Gisela Dicklin	gdicklin@edcc.edu	425-640-1504
Kim Haines	kim.haines@edcc.edu	425-640-1293
Jackie Kulbel	jkulbel@edcc.edu	425-640-1051
Teri Odegard	todegard@edcc.edu	425-640-1634
Kathie Richer	kricher@edcc.edu	425-640-1242

College Resources

Department Website	http://bstec.edcc.edu
Home Page	http://www.edcc.edu
How to Enroll	http://getstarted.edcc.edu
Transfer Center	http://transfer.edcc.edu
Advising appointments	425-640-1458
College Bookstore	http:// bookstore.edcc.edu

This requirement sheet is not a substitute for meeting with an academic adviser. Meeting the requirements to graduate with an Edmonds Community College certificate or degree is ultimately the responsibility of the student.

Student Name _____

Student ID _____

MEDICAL OFFICE CLERK CERTIFICATE – 38 CREDITS

Course				Qtr	Credit	Grade
I. Program Requirements (31 credits minimum)						
	BSTEC	104	Medical Terminology	_____	3	_____
	BSTEC	106	Medical Billing **OR**	_____	__	_____
	BSTEC	206	Intro to Medical Records	_____	5	_____
	BSTEC	107	Business English	_____	5	_____
	BSTEC	109	Word Processing (Word)	_____	5	_____
	BSTEC	112	Medical Document Processing	_____	1	_____
	BSTEC	120	Ten-Key Applications	_____	4	_____
	BSTEC	130	Computer Fundamentals **OR**	_____	__	_____
	CIS	100	Introduction to Business Computing	_____	5	_____
	MGMT	122	Customer Relations Management	_____	3	_____
II. Career Management Skills * (7 credits)						
	BSTEC	294	Career Management **	_____	3	_____
	BUS	290	Professional Development Seminar	_____	1	_____
	BUS	291	Business Internship	_____	3	_____
III. Electives						
	BSTEC	115	Medical Law and Ethics	_____	3	_____
	BSTEC	233	Dental Office Administration	_____	5	_____
	AHE	116	Introduction to Healthcare	_____	4	_____

Recommended

   HIV/AIDS and CPR Certification

Explanatory Notes

   * These classes should be taken within the last two quarters of your program

   ** This course should be taken prior to BUS 290/291

_____ _____ _____ _____
Adviser's Signature   Date   Dean's Signature   Date

PGM Code – 312C
Effective summer 2011   **Rev: 01/11**
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