

CAREER PROGRAMS

Medical Office Administration

Health Care Secretary Certificate

This 32 credit-hour certificate program is designed for the individual who is interested in expanding her/his previous office experience or health care training. The program offers skills necessary to work as a secretary in a health care facility, insurance company, pharmaceutical house, or in hospital administrative offices.

Alternate job titles for the health care secretary would include medical or dental secretary/receptionist, doctor's secretary, insurance secretary, claims clerk, medical typist or nursing unit secretary. Administrative duties include patient reception, insurance claims processing, billing and collections, and health care records management and transcription.

A minimum keyboarding speed of 40 words per minute is recommended to enter the program; 50 words per minute is expected in order to progress through externship. The program may be taken part-time and some courses are available on an evening schedule. An orientation and planning session is recommended by the coordinator; detailed information will be sent upon request.

HSC	100	Computer Usage in Health Services	1
HSC	105	Introduction to the Health Care Field.....	2
HSC	112	Medical Terminology	3
HSC	151	Math Applications in Health Care	1
HSC	213	Health Care Law and Ethics ¹	3
MOA	145	Health Care Records Management ¹	2
MOA	195	Principles of Health Insurance Billing ¹	3
MOA	235	Health Care Office Procedures ^{1, 3}	3
MOA	240	Medical Transcription I	3
MOA	245	Health Care Office Management ⁴	3
MOA	270	Health Care Secretary Seminar and Externship ^{1, 4}	3
NUR	120	Pharmacology ²	2
PED	201	First Aid	3

¹ Students must satisfy prerequisites for each course selected.

² Prerequisite waived for Health Care Secretary students.

³ Offered during fall semester only.

⁴ Offered during spring semester only.

Health Insurance Coder Certificate

This concentrated 30 credit-hour certificate program is designed for the individual who is interested in becoming an insurance billing specialist in a large health care facility or a claims approver in an insurance company. The program provides a generalized orientation to the health care field, plus specific training in International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) coding, billing reimbursement and collections procedures, including the current software utilized.

Some keyboarding skills and knowledge of computers is recommended.

Professional Certification:

Students in the Health Insurance Coder program are encouraged to join the local chapter of the American Association of Procedural Coders (AAPC) and the American Health Information Management Association (AHIMA). An experienced coder is eligible to sit for the national examination in order to become a Certified Procedural Coder (CPC).

BIO	135	Introduction to Human Anatomy and Physiology.....	4
BIO	136	Introduction to Human Diseases	3
HSC	112	Medical Terminology	3
HSC	213	Health Care Law and Ethics ¹	3
MOA	145	Health Care Records Management ¹	2
MOA	195	Principles of Health Insurance Billing ¹	3
MOA	196	Current Procedural Terminology (CPT) Coding ^{1, 2}	3
MOA	197	International Classification of Disease (ICD) Coding ^{1, 2}	3
MOA	235	Health Care Office Procedures ^{1, 2}	3
MOA	250	Health Insurance Coder Seminar and Externship ^{1, 3}	3

- ¹ Students must satisfy prerequisites for each course selected.
- ² Offered during fall semester only.
- ³ Offered during spring semester only.

Medical Office Assistant Certificate

This concentrated 43 credit-hour certificate program is designed for the individual who is interested in becoming a medical assistant in a physician's office or other outpatient health care setting. The curriculum provides training in a variety of administrative and clinical tasks to facilitate the work of the physician. Administrative duties include patient communication, computer skills and record keeping. Clinical duties include assisting with examinations, treatments and diagnostic testing.

A minimum keyboarding speed of 30 words per minute is recommended to enter the program; 40 words per minute is expected in order to progress through externship. The program may be taken part-time and many courses are available on an evening schedule. An orientation and planning session is recommended by the coordinator; detailed information will be sent upon request.

Professional Accreditation and Certification:

The Medical Office Assistant certificate and degree programs at Harper College have been accredited by the Commission on the Accreditation of Allied Health Educational Programs (CAAHEP). Graduates of the programs are eligible to sit for the national certification examination sponsored by the American Association of Medical Assistants (AAMA). The MOA graduate who successfully completes this national examination is credentialed as a Certified Medical Assistant (CMA).

BIO	136	Introduction to Human Diseases ¹	3
HSC	100	Computer Usage in Health Services	1
HSC	105	Introduction to the Health Care Field.....	2
HSC	112	Medical Terminology	3
HSC	151	Math Applications in Health Care	1
HSC	213	Health Care Law and Ethics.....	3
MOA	145	Health Care Records Management ¹	2
MOA	195	Principles of Health Insurance Billing ¹	3

MOA	215	Clinical Procedures ^{1, 3}	8
MOA	235	Health Care Office Procedures ³	3
MOA	240	Medical Transcription I ¹	3
MOA	245	Health Care Office Management ^{1, 4}	3
MOA	280	Medical Office Assistant Seminar and Externship ^{1, 4}	3
NUR	120	Pharmacology ²	2
PED	201	First Aid	3

¹ Students must satisfy prerequisites for each course selected.

² Prerequisite waived for Medical Office Assistant students.

³ Offered during fall semester only.

⁴ Offered during spring semester only.

Medical Transcriptionist Certificate

This concentrated 27 credit-hour certificate program is designed for the individual who is interested in expanding her/his previous health care and/or secretarial experience in order to become a medical transcriptionist. A medical transcriptionist is the health information specialist who transcribes patients' records in a hospital, large health care practice, HMO or clinic. Transcribed records are used in follow-up treatment, by insurance companies to verify claims, to authenticate legal documents, and by medical research specialists in the development of new treatment and diagnostic methods.

The curriculum provides the training needed to understand the various types of dictation utilized. Medical transcriptionists must possess excellent keyboarding skills and the ability to memorize spellings and meanings of the health care language. A minimum keyboarding speed of 50 words per minute is recommended to enter the program; however, experienced medical transcriptionists frequently reach keyboarding speeds in excess of 80-100 words per minute; 60 words per minute is expected in order to progress through externship. The program may be taken part-time and some courses are available on an evening schedule. An orientation and planning session is recommended by the coordinator; detailed information will be sent upon request.

Professional Accreditation and Certification:

Graduates of the Medical Transcriptionist program are eligible to sit for the national certification examination offered by the American Association for Medical Transcription (AAMT). The medical transcriptionist who successfully completes the national examination is credentialed as a Certified Medical Transcriptionist (CMT). Students in the Medical Transcriptionist program are encouraged to join the local chapter of the AAMT.

BIO	135	Introduction to Human Anatomy and Physiology.....	4
BIO	136	Introduction to Human Diseases	3
HSC	100	Computer Usage in Health Services	1
HSC	112	Medical Terminology	3
HSC	213	Health Care Law and Ethics ¹	3
MOA	145	Health Care Records Management ¹	2
MOA	240	Medical Transcription I ¹	3
MOA	242	Medical Transcription II ¹	3

MOA	260	Medical Transcriptionist Seminar and Externship ^{1, 3}	3
NUR	120	Pharmacology ²	2

¹ Students must satisfy prerequisites for each course selected.

² Prerequisite waived for Medical Transcriptionist students.

³ Offered during spring semester only.