

# MEDICAL CLERICAL, CERTIFICATE OF COMPLETION

The Certificate of Completion Medical Clerical prepares students to perform initial clerical and administrative duties in medical, clinical, hospitals, or healthcare facilities. The graduate will be prepared to schedule and receive patients, obtain patient data, receive payment, maintain medical records, data processing, perform general office skills, office equipment operation, and assume general medical office responsibilities. The student will demonstrate effective communication skills in dealing with patients, medical personnel and peers.

This Certificate of Completion leads to an AAS Medical Assistant. To see how this program links to other programs in the Pathway click here (<https://www.socc.edu/roadmaps/314-medical-assistant-roadmap>).

## Gainful Employment Disclosure

Southwestern is required by federal regulations to disclose information related to the College's educational programs that lead to gainful employment in a recognized occupation. This information is intended to provide students the opportunity to measure employment outcomes associated with certificate programs.

Gainful employment information for the Certificate of Completion Medical Clerical (<https://www.socc.edu/images/ge/medclerical.html>) can be found online.

## Graduation Requirements

Students must complete a minimum of 49 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. One course must be completed at Southwestern before the Certificate of Completion Medical Clerical is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

## Pre-Program Courses

Students are required to take the following courses *prior to* the program courses, depending on students' college placement information. See advisor for details:

Code	Title	Credits
CIS90	Computer Basics (or demonstrate proficiency)	2
MTH20	Basic Mathematics	4
OA121	Beginning Keyboarding	3
WR90 or WR90R	Paragraph Fundamentals (or placement in higher writing course) Academic Literacy	3-4

## Program Guide

Course	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
AH100	Introduction to Health Care Careers	2
AH111	Medical Terminology I	3

CIS120	Concepts of Computing	4
MTH60	Algebra I <sup>1</sup>	4
OA124	Keyboard Skill Building	3
Credits		16
<b>Winter</b>		
AH112	Medical Terminology II	3
AH121	Body Structures and Functions I <sup>2</sup>	3
AH150	Medical Office Coding	3
BA285	Human Relations in Organizations <sup>3</sup>	3
HIM110	Health Information Technology	5
Credits		17
<b>Spring</b>		
AH122	Body Structures and Functions II <sup>2</sup>	3
AH151	Reimbursement Management	3
AH152	Medical Law and Ethics	2
OA116	Office Procedures	3
WR115	Introduction to Expository Writing ((or higher))	3
Credits		14
<b>Second Year</b>		
<b>Summer</b>		
AH280A	CWE: Allied Health Front Office <sup>4</sup>	2
Credits		2
Total Credits		49

<sup>1</sup> MTH65 Algebra II, MTH95 Intermediate Algebra or higher may be substituted for MTH60 Algebra I.

<sup>2</sup> BI231 Human Anatomy and Physiology I, BI232 Human Anatomy and Physiology II, and BI233 Human Anatomy and Physiology III sequence may be substituted for AH121 Body Structures and Functions I & AH122 Body Structures and Functions II.

<sup>3</sup> PSY203 General Psychology or PSY203H General Psychology w/Honors may be substituted for BA285 Human Relations in Organizations.

<sup>4</sup> All of the first year courses must be completed with a 'C' or better before taking AH280A CWE: Allied Health Front Office.

## Program Student Learning Outcomes

Upon successful completion of this program the student will be able to:

- Demonstrate general knowledge of medical terminology, anatomy and physiology, and medical law and ethics.
- Demonstrate proficiency in medical office administrative practices.
- Demonstrate proficiency in word processing.