

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 health care 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 others in the Pathway click here.

ENTRY REQUIREMENTS

This is a restricted-entry program and students must submit a separate application along with their college admission application. For more information contact the administrative assistant, Sumner Hall, Rm 4 541-888-7443 or the director at 541-888-7298. Click here to view more information about the Nursing & Allied Health program.

Students are required to complete the College's placement process to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the placement process.

Due to the nature of this curriculum and the access to drugs, all students will have to declare themselves "drug free" and be subject to a criminal background check. Any student who is unable, for any reason, to complete the practice parts of this curriculum will not be able to continue in the program. Drug testing will be done prior to clinical practice.

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 can be found online at <https://www.socc.edu/images/ge/medclerical.html>.

GRADUATION REQUIREMENTS

Students must complete a minimum of 49 credit hours with a cumulative Grade Point Average (GPA) of 2.0 or better. All courses must be completed with a grade of 'C' or better. One course must be completed at Southwestern before the Certificate of Completion 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).

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.

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 (or placement in higher math course)	4
OA121	Beginning Keyboarding	3
WR90R	Academic Literacy (or placement in higher writing course)	4

PROGRAM GUIDE

Course	Title	Credits
First Year		
Fall		
AH100	Introduction to Health Care Careers	2
AH111	Medical Terminology I	3
AH121	Body Structures and Functions I ¹	3
MTH60	Algebra I ²	4
OA124	Keyboard Skill Building	3
		Credits
		15
Winter		
AH112	Medical Terminology II	3
AH122	Body Structures and Functions II ¹	3
AH150	Medical Office Coding	3
HIM110	Health Information Technology	5
BA285	Human Relations in Organizations ³	3
		Credits
		17
Spring		
AH151	Reimbursement Management	3
AH152	Medical Law and Ethics	2
CIS120	Concepts of Computing	4
OA116	Office Procedures	3
WR115	Fundamentals of Report Writing (or higher) ⁵	3
AH280A	CWE: Allied Health Front Office ⁴	2
		Credits
		17
		Total Credits
		49

¹ BI231, BI232, and BI233 sequence may be substituted for AH121 & AH122.

- ² MTH65, MTH95, or higher, excluding MTH211, may be substituted for MTH60.
- ³ PSY203 may be substituted for BA285.
- ⁴ Schedule an appointment with the Internship Coordinator a month prior to term. 541-888-7405. All of the first year courses must be completed with a grade of 'C' or better before taking AH280A.
- ⁵ A higher writing may be substituted excluding WR241, WR242, WR243, WR250.
- * All Honors courses may substitute for their equivalent requirements.