

## **MEDICAL OFFICE ASSISTANT**

Two short-term departmental certificates have been designed to assist students in obtaining responsible entry-level administrative positions in medical offices. The ultimate goal of these certificates is to develop competency in communication, critical thinking, and technology applications as required for the delivery of safe, ethical, legal, and compassionate patient care. For further information about this program, contact the Career and Technical Education department at extension 583 or 723.

### **MEDICAL TERMINOLOGY (8 units):**

MOA 238 Medical Terminology, Part I  
MOA 240 Medical Terminology, Part II

### **BILLING AND CODING (8 units):**

MOA 236 Basic Principles of Medical Coding  
MOA 237 Medical Insurance Billing