

HEALTH CARE OFFICE ASSISTANT, CERTIFICATE

A student in the Health Care Office Assistant Certificate program will learn appointment scheduling, front office tasks, basic accounting, basic insurance coding, and legal and ethical responsibilities as they pertain to administrative office in health care settings.

For more information about Medical Assistant, please visit the program page (<https://www.cod.edu/medical-assistant/>).

Certificate Requirements

Field of Study Code: MASST.CER.HOA

Code	Title	Credits
CIS 1110	Introduction to Informatics	2
or OFTI 1200	MS Office for Professional Staff	
HLTHS 1110	Biomedical Terminology	3
MASST 1131	Administrative Procedures for the Health Care Office	2
MASST 1133	Practice Finance for Medical Assistants	3
MASST 2211	Legal and Ethical Aspects of Health Care	3
Total Credits		13