

Healthcare Office Assistant HFA1

Type

Technical Certificate of Credit

The Healthcare Office Assistant certificate is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry level position as a receptionist in a physician's office, hospital, clinic, or other related area. Technical courses apply to the degree or diploma program in Business Healthcare Technology.

Required Courses — 23.00 Hours

Item #	Name	Credits
ENGL 1010	Fundamentals of English I	3
BUSN 1440	Document Production	4
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 2340	Healthcare Administrative Procedures	4
BUSN 2350	Electronic Health Records	3
BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business	6

Technology Course — 3.00 Hours

* Choose one of the following:

Item #	Name	Credits
BUSN 1000	Computers in Healthcare	3
COMP 1000	Introduction to Computer Literacy	3
	Minimum Credit Hours for Graduation	26