



Rapid Credential Technical Certificate in Medical Office Management-6281

Career Pathway: BUSINESS

Program Entrance Requirements: HS Diploma or GED

Program Description: The content includes but is not limited to communication and customer service skills; computer skills, medical records management; information technology and processing; legal and ethical issues; medical terminology; insurance claims and billing; and assisting in the administration of policy. **This Technical Certificate is part of the 22115 Associate of Science in Medical Management.**

RECOMMENDED COURSE SEQUENCE

Course ID	Description	Credit
CGS1060C	Computer & Internet Literacy	3
OST1100C	Keyboarding & Document Processing I	3
SPC1024 or SPC1608*	Intro to Speech or Public Speaking	#1
OST2335	Communications in the Workforce	3
OST2764C	Advanced Word	3
OST2835C	Database Management for the Office	3
One from below		
OST1257C	Medical Terminology for Administrative or	3
HSC1531	Medical Terminology	
One from below		
OST2455 or HIM1253C	Medical Billing & Coding I or Medical Billing & Coding	3
One from below		
OST2456	Medical Billing & Coding II or	3
HIM1260	Reimbursement Methodology	
OST2501	Office Management	3
OST2464C	Medical Computer Applications	3
OST1355C	Records Management	3
Total Program Credit Hours		34

***#1-Credit from SPC1024 or SPC1608 will be used to satisfy the 34 credits for this TC.**

PROGRAM HIGHLIGHTS



RELATED INDUSTRY CERTIFICATIONS

Upon completing this program, graduates will be eligible to sit for the following industry certifications/licenses: **N/A**



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This program is eligible for the Rapids grant, send us an email to learn if you qualify Rapids@broward.edu

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