

## Medical Office Support – Certificate (MEOS.CERT)

The Medical Office Support program prepares students to provide administrative support in various healthcare settings such as hospitals, medical offices or outpatient clinics, insurance companies, and other private and public sector healthcare settings. This is the perfect option for the student who would like to have patient contact without being involved in performing invasive or clinical procedures or for the student who would like to enter the workforce while continuing their education in another health science program.

Minimum credits: 18

*Minimum cumulative GPA: 2.0*

*Minimum grade in all courses: 2.0*

*Minimum JC credits: 12*

*MACRAO Agreement: No*

### MEDICAL OFFICE SUPPORT CORE REQUIREMENTS (19 CREDITS)

**Take the following:**

\*If you choose to take MED 120, you do not need to take MOA 120. If you choose to take MOA 241, you do not need to take MIC 141.

MED	125	Introduction to Body Systems
MED	120	MA Medical Terminology OR
MOA	120	Medical Terminology
MED	132	Foundations of Clinical Practice
MOA	112	Medical Law and Ethics
MOA	240	Medical Office Procedures
MOA	241	Principles of Medical Coding and Billing OR
MIC	141	Principles of Medical Coding and Billing