



DIVISION OF HEALTH SCIENCE AND NURSING
MEDICAL OFFICE ASSISTANT
NONCREDIT CERTIFICATE OF COMPLETION

The Medical Office Assistant Noncredit Certificate of Completion teaches students professional office and communication skills appropriate for a medical business environment. Courses cover instruction and practice in task organization, customer service and patient interaction, telephone and email etiquette, Health Insurance Portability and Accountability Act (HIPAA) guidelines, electronic billing, and medical records management software

To acquire the **Noncredit Certificate of Completion in Medical Office Assistant**, student must complete the required courses below with a grade of "P" for passing:

Required Courses		Units	N	IP	C
NHSN 042	Medical Office Procedures and Customer Service	0			
NHSN 043	Medical Office Administration	0			
Total major units needed for Certificate of Completion		0			
Units Completed		0			
*Prerequisite/Corequisite					

Note: These courses do not provide any credits toward a credit certificate or associate degree.