

## HEALTH SCIENCES

### GUIDED PATHWAY: MEDICAL FRONT OFFICE ASSISTANT OCCUPATIONAL SKILLS AWARD

For more information, visit [www.dcccd.edu/MedFrontOffice](http://www.dcccd.edu/MedFrontOffice) and your academic advisor at your college.

This is an example course sequence for students interested in pursuing the Medical Front Office Assistant Occupational Skills Award. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn an Occupational Skills Award in Medical Front Office Assistant <sup>ii</sup>. For official certificate requirements, [click here](#).

The Medical Front Office Assistant Occupational Skills Award is for individuals who are new to a medical office setting. This sequence of courses will prepare students for entry-level employment in a medical front office setting by developing core proficiency in medical terminology, medical office procedures, and basic medical coding and billing procedures.

Students pursuing this certificate are waived from the [Texas Success Initiative \(TSI\)](#) standards, but must meet course prerequisites, as long as the student completes the TSI waiver form prior to enrollment.



ONLY Offered at BHC

### SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS <sup>iii</sup>

ALL MAPS CAN BE MODIFIED TO FIT THE NEEDS OF PART-TIME STUDENTS

C	SEMESTER 1	ACTION ITEMS
♦	<b>POFT 1127</b> – Introduction to Keyboarding	<input type="checkbox"/> Meet with your advisor to confirm academic and career goals before the end of the semester. <input type="checkbox"/> Meet with your advisor to request an official program of study audit, confirm or update your academic/career path and program of study. <input type="checkbox"/> Meet with a career advisor or coach to research your career options and opportunities for job shadowing. <input type="checkbox"/> After reviewing your degree plan and program of study, apply for Graduation. <ul style="list-style-type: none"> <li>○ Meet with your advisor to apply for the Medical Front Office Assistant Occupational Skills Award.</li> <li>○ Sign up for commencement.</li> </ul> <input type="checkbox"/> Meet with a career advisor or coach for assistance in preparing for job search Join the <a href="#">Alumni Network</a> !
♦	<b>POFI 1301</b> – Computer Applications I <sup>iv</sup>	
♦	<b>MDCA 1313</b> – Medical Terminology	
♦	<b>POFM 1317</b> – Medical Administrative Support	
♦	<b>POFM 1327</b> – Medical Insurance	
<b>CERTIFICATE MINIMUM: 13 SEMESTER CREDIT HOURS</b>		<b>PATHWAY TOTAL: 13 SEMESTER CREDIT HOURS</b>

<sup>i</sup> Degree plans may change in later catalogs. You may use this pathway if you entered one of the seven colleges on or before this date.

<sup>ii</sup> Students must earn at least 25% of the credit hours required for graduation through instruction by one of the seven DCCCD colleges awarding the certificate.

<sup>iii</sup> This is not an official degree plan. For official certificate requirements, [click here](#).

<sup>iv</sup> Must select from specific section for Medical Front Office program. See your academic advisor for a specific list.