

HEALTH SCIENCES

GUIDED PATHWAY: MEDICAL FRONT OFFICE ASSISTANT

For more information, visit 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 Certificate. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn a Level I Certificate in Medical Front Office Assistant ⁱⁱ. Gainful employment information for this certificate can be found at https://www1.dcccd.edu/catalog/programs/degree_gei.cfm?a=378. For official certificate requirements, [click here](#).

The Medical Front Office Assistant Certificate 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, basic medical insurance and coding, medical software applications including practice management software and an electronic health records software.

Students must have successfully completed all courses in the Medical Front Office Occupational Skills Award prior to enrolling in the second semester of this certificate.

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 ⁱⁱⁱ

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

	SEMESTER 1	ACTION ITEMS
C		
♦	POFT 1127 – 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 a career advisor or coach to research your career options and opportunities for job shadowing. <input type="checkbox"/> Must have successfully completed all courses in the Medical Front Office Assistant Occupational Skills Award prior to enrolling in the second semester of this certificate. <input type="checkbox"/> Meet with a faculty or career advisor regarding placement for the Cooperative Education course.
♦	POFI 1301 – Computer Applications I ^{iv}	
♦	MDCA 1313 – Medical Terminology	
♦	POFM 1317 – Medical Administrative Support	
♦	POFM 1327 – Medical Insurance	
TOTAL SEMESTER CREDIT HOURS: 13		
	SEMESTER 2	ACTION ITEMS
C		
♦	POFM 1302 – Medical Software Applications	<input type="checkbox"/> Meet with a career advisor or coach for assistance in preparing for job search. <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"/> After reviewing your degree plan and program of study, apply for Graduation. <ul style="list-style-type: none"> ○ Meet with your advisor to apply for the Medical Front Office Assistant Certificate. ○ Sign up for commencement. <input type="checkbox"/> Meet with a career advisor or coach for assistance in preparing for job search <input type="checkbox"/> Join the Alumni Network!
♦	POFM 2333 – Medical Document Production	
♦	POFM 1280 – Cooperative Education-Medical Administrative/ Executive Assistant and Medical Secretary ^v	
TOTAL SEMESTER CREDIT HOURS: 8		
CERTIFICATE MINIMUM: 21 SEMESTER CREDIT HOURS PATHWAY TOTAL: 21 SEMESTER CREDIT HOURS		

THIS PATHWAY WAS LAST UPDATED ON AUGUST 5, 2019

ⁱ 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.

ⁱⁱ 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.

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

^{iv} Must select from specific section for Medical Front Office program. See your academic advisor for a specific list.

^v Students must complete 160 hours non-paid externship in a medical front office setting. See your faculty or academic advisor for more details.