

# College of DuPage

## Health Care Office Assistant Certificate Program



**College of DuPage offers this short-term certificate to prepare you for a rewarding entry-level position in a health care setting. All credits earned for this certificate transfer to the Medical Assistant Certificate or A.A.S. degree.**

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## College of DuPage Health Care Office Assistant Certificate Program

The Health Care Office Assistant Certificate prepares students for the roles and responsibilities of the administrative office in health care settings. The program requires five courses, which can be completed in one or two semesters. Most coursework can be completed online, and all credits are transferable to the Medical Assistant certificate or degree program.

Responsibilities of a Health Care Office Assistant include scheduling appointments, updating medical records, familiarity with medical terminology, health insurance and medical billing essentials, and adherence to legal and ethical responsibilities of a health care setting.

### **Job Settings**

Students completing this certificate may be employed in offices and admission areas in a variety of health care settings, such as doctor's offices, clinics and hospitals. According to Career Coach, the median salary for medical office assistants is \$37,918.

### **Policies and Procedures**

All Nursing and Health Science Division policies and procedures are found on our [Division website](#). It is the students' responsibility to ensure they have reviewed and understand the policies and procedures. The Nursing and Health Science Division reserves the right to change, at any time, without notice, these policies and procedures.

Students in the Health Care Office Assistant program must earn a 'C' or better in all courses in order to remain in the program.

### **Estimate of Program Cost**

Please visit the [Program Costs](#) webpage for estimated cost.

### **Course Requirements**

Courses below can be completed in two semesters or less.

CIS 1110 <i>(or higher)</i>	Introduction to Informatics	2 credit hours
<b>OR</b>		
OFTI 1200	MS Office for Professional Staff	2 credit hours
HLTHS 1110	Biomedical Terminology	3 credit hours
MASST 1131	Administrative Procedures for the Health Care Office	2 credit hours
MASST 1133	Practice Finance for Medical Assistants	3 credit hours
MASST 2211	Legal and Ethical Aspects of Health Care	3 credit hours
<b>Total credits for certificate</b>		<b>13 credit hours</b>

**College of DuPage**  
**Health Care Office Assistant Certificate**  
**Part-time Sample Schedule**

Effective date Fall 2023

<b>1<sup>st</sup> Semester *</b>		
Biomedical Terminology	HLTHS 1110	3 credit hours
Computer Information Systems	CIS 1110 (or higher) OR OFTI 1200	2 credit hours
<b>2nd Semester</b>		
Administrative Procedures	MASST 1131	2 credit hours
Practice Finance	MASST 1133	3 credit hours
Legal and Ethical Aspects	MASST 2211	3 credit hours

Total Hours 13 credit hours

*\*We recommend that you complete HLTHS 1110 & CIS 1110 (or higher) **OR** OFTI 1200 prior to registering for any MASST courses. If you intend on or have the desire to take additional courses during your 1<sup>st</sup> semester, please contact Program Chair, Diane Gryglak at [gryglak@cod.edu](mailto:gryglak@cod.edu).*

### **REGISTRATION REQUIREMENTS**

The following are REGISTRATION REQUIREMENTS for the Health Care Office Assistant program.

- If you have not been admitted to College of DuPage, please complete the **non-refundable** \$20 [College of DuPage General Admissions Application online](#). **This application is for general admissions to College of DuPage only.**
  - \* If you are an F-1 International Student, you must receive prior approval from the International Student Advisor in the [International Student Admissions Office](#), SSC 2225 prior to registration.
- We recommend that you attend one of the virtual Advising Sessions for the Health Care Office Assistant program. Advising Session details can be found at [https://www.cod.edu/admission/health\\_science/pdf\\_health/advising\\_sessions.pdf](https://www.cod.edu/admission/health_science/pdf_health/advising_sessions.pdf).
- We recommend that you complete HLTHS 1110 & CIS 1110 (or higher) **OR** OFTI 1200 prior to registering for any MASST courses. If you intend on or have the desire to take additional courses during your 1<sup>st</sup> semester, please contact Program Chair, Diane Gryglak at [gryglak@cod.edu](mailto:gryglak@cod.edu).
- When you are ready to register for the first course in the Health Care Office Assistant Program (MASST 1131) please e-mail [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu) for permission.