

Medical Office Administrative Assistant Certificate

DIVISION OF HEALTH SCIENCES

Fall and Spring Semester Start

This program is designed to prepare the students for administrative assistant career opportunities in a variety of health care settings, including medical clinics, physician practices, hospital-based practices, or units, or in health-related businesses. This is a hands-on training course in administrative procedures and computer usage specific to a medical facility or business. It is appropriate for entry-level job candidates, as well as for those wishing to make a career change.

This is a hybrid program with most classes asynchronous online except for HL 109 Health Career Exploration offered evenings on campus and MO 104 Medical Administrative Capstone (40 hours) offered during the daytime hours at a clinical affiliate in Semester 2.

ADMISSION REQUIREMENTS

High School diploma or equivalent.

MassBay Placement into English Composition I (EN 101) or completion of Fundamentals of Composition II (EN 98) with a grade of C or higher.

MassBay Placement into Intermediate Algebra (MA 98) or completion of Introductory Algebra (MA 95) with a grade of C or higher.

Successful completion of Reading Assessment Test with a score of 246 or higher.

Upon acceptance into the Medical Office Administrative Assistant Certificate program, students are expected to attend a program-specific new student orientation. Students in the program are required to obtain certain immunization and health records and submit documentation thereof by published deadlines, which are program-specific and determined by clinical rotation start dates. A complete list of the required immunizations can be found on Division of Health Sciences' web pages of the MassBay website by clicking the link, [Health and Background Check Requirements](#). Immunization requirements are in accordance with clinical site requirements and Massachusetts state law. If the student does not meet the initial published deadline, the student will not attend the internship/Capstone rotation and will not be able to complete the program.

COURSE	COURSE TITLE	CREDITS
<i>Semester 1</i>		
HL 109	Health Career Exploration	3
HL 103	Medical Terminology	3
HL 116	Electronic Health Records	2
HL 117	Soft Skills for Medical Professionals	3
HL 119	Pharmacology	2
	credits:	13
<i>Semester 2</i>		
MO 103	Medical Office Insurance and Billing	3
MO 102	Medical Office Procedures	4
HL 118	Healthcare Delivery Systems	3
MO 104	Medical Administrative Capstone	3
	credits:	13
	Total Credits:	26

REQUIRED PRE-ENTRY DOCUMENTATION

- After being admitted into a Health Sciences program, students will receive instructions on how to upload required health documentation to an online platform. Students must submit all documents by the published deadline in order to be eligible to start Health Sciences classes.
- The student must complete the CORI /SORI (Criminal/Sex Offender Record Information) to authorize a search of conviction and pending criminal case information under Standard Required Level 1 by DCJIS (Department of Criminal Justice Information Services). The CORI/SORI completion process is part of the New Student Orientation. If there is a finding of criminal convictions or "open cases," the student will be ineligible to participate in the Health Sciences Program. A National County Criminal Background check will be conducted as part of the student's completion of the clinical requirements.
- Students must have proof of Basic Life Support (BLS) Provider CPR Certification from the American Red Cross or the American Heart Association.

PROGRAM FOOTNOTES

A grade of C or higher is required in all HL and MO courses.

The Medical Office Administrative Assistant Certificate program requires applicants to attend a recent information session. Times and dates for these sessions can be located at [Information Session Schedule](#)

More information is available on the [Medical Office Administrative Assistant](#) program pages on the MassBay website.