

## ALLIED HEALTH TECHNOLOGIES

### Certificate

#### Medical Office Certificate (NRCAHA)

Career Pathway: Medical Office Administration Associate of Applied Business

### Certification

Students who complete MTC's Medical Office certificate program are eligible to sit for the certification exam offered by the National Association for Health Professionals (NAHP, 124 South Elm, P.O. Box 459, Gardner, KS 66030, 800-444-0839, [www.nahpusa.com](http://www.nahpusa.com)). The credential awarded upon successful completion of the exam is Nationally Registered title of Certified Administrative Health Assistant (NRCAHA).

### Admission

#### Standard

To apply for acceptance into the Medical Office certificate program, your application file should contain:

1. Application for Admission to MTC (and nonrefundable application fee).
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the ACT or Basic Skills Assessment (COMPASS) in reading, writing, and mathematics (pre-algebra).
4. A minimum accumulative grade point average (GPA) of 2.5 in high school or college-level coursework (whichever is most recent).
5. Completed Medical Office program application.
6. Completion of successful criminal background check.

If required, College foundation courses are available to help you meet any specialized program admission requirements.

A complete listing of all requirements and policies/procedures for the program is available in the Medical Sciences Student Handbook.

## MEDICAL OFFICE [NRCAHA]

### <sup>1</sup>Short-Term Technical Certificate

Course No	Course Title	Credit Hours	Qtrs Offered	Pre-Requisites
<b>FIRST QUARTER (Fall)</b>				
MGT 1430A	Customer Relationship Management	2	F	None
MSC 1000A	Intro to Health Technology	2	All	None
MSC 1030A	Medical Terminology	4	All	None
MSC 1185A	Medical Office Procedures	5	F	Dept approval
OIS 1240A	Computer Applications I	4	All	OIS1200A or TST <sup>2</sup>
<b>SECOND QUARTER (Winter)</b>				
MSC 1110A	Human Diseases	5	W, Sp	MSC1030A
ENG 1090A	English Composition I	4	All	OIS1240A or concurrent or examination
HIT 1200A	Health Records Management I	2	All	None
MLT 2620A	Health Care Issues: Medical Professionalism	1	All	None
OIS 1250A	Computer Applications II	4	W, Sp	OIS1240A
<b>THIRD QUARTER (Spring)</b>				
MLT 2630A	Health Care Issues: Medical Law and Ethics	1	All	None
MSC 1200A	Medical Transcription I	4	Sp	MSC1030A
MSC 1140A	Medical Insurance & Billing	4	F, Sp	MSC1185A
MSC 1500A	Pharmacology for Allied Health	2	W, Sp	MSC1030A
ENG 1160A	Oral Communications	4	All	None
		<b>Credit Hour Total</b>	<b>48</b>	

<sup>1</sup> OBR Operating Manual for Two-Year Colleges, page 392.05.

<sup>2</sup> TST = Technology Skills Test