



CAREER PATHWAYS

Grow here. Learn here. Work here.



Umpqua Healthcare - Front Office Certificates

The Umpqua Careers Certificate prepares students for a career pathway in the healthcare industry. This certificate leads to the Front Office Medical Certificate, the two-year Healthcare Administration AS Degree, or the Nursing AAS degree.

The Front Office Medical Certificate is designed to prepare students for a career performing entry-level medical office skills for outpatient medical offices and clinics. This certificate leads to the Two-Year Medical Office Administration Degree.

CAREER HIGHLIGHTS

JOB TYPES:



- Medical Office Receptionist
- Intake Clerk
- Medical Office Assistant
- Healthcare Data Entry Specialist

SALARY RANGE:

SOURCE: <https://www.onetonline.org>



Front Office Medical: \$29,940 to \$45,680

LOCAL INDUSTRY:



- Mercy Medical Center
- Aviva Health
- Umpqua Health
- Cow Creek Band of Umpqua Tribe of Indians
- Local health facilities

Available Pathway(s)



Umpqua Healthcare Certificate

20 credits required
Less than 1 year college coursework



Front Office Med Certificate

45 credits required
One year of college coursework

Certificates Pathways

UMPQUA HEALTHCARE CAREERS CERTIFICATE	RHS	FRONT OFFICE MEDICAL CERTIFICATE
	GRADE 9	Business Communications Business Foundations
Intro to Health Occupations (MED100) Honors Chemistry (CH104)	GRADE 10	Advanced Medical
Medical Terminology I/II (MED111/112) Contemporary Math (MTH105Z)	GRADE 11	Contemporary Math (MTH105Z) Medical Terminology I/II (MED111/112) Writing 121/122 (WR121Z)
Writing 121/122 (WR121Z)	GRADE 12	Intro to Speech

Graduate from Roseburg High School and enroll at UCC

Complete certificate while in high school- continue in certificate or degree program at UCC



Healthcare Careers Certificate

**YEAR 1
FALL**

BA165 Customer Service
BA214 Business Communications
MED111 Medical Terminology I
MED220 Medical Office Procedures I
WR121Z Writing Composition I

WINTER

MED112 Medical Terminology II
MED140 Electronic Health Records
MED221 Medical Office Procedures II
MED230 Health Insurance Concepts
MED260 Medical Document Processing

SPRING

BA106 Business Leadership
CIS120 Intro to Digital Literacy
COM218Z Interpersonal Communications
MED231 Hlth Care Reimburs-Collections



Front Office Medical Certificate