PORTLAND ADULT EDUCATION

workforce

Healthcare Office Certificate

A combination of 7 courses to prepare students for jobs as Patient Service Representatives. This important healthcare role provides customer service and performs general office duties, like scheduling appointments and entering patient data.

Students will be introduced to fundamental information about the field of healthcare, the healthcare system, insurance, and communicating in a healthcare workplace. Students will also build critical digital skills and focus on reading and writing. In the second half of the program, eligible students will have hands-on experience in a healthcare office through participation in a paid internship.

This program is approximately 22 weeks in length.

Required Courses

<table>
<tr><th>Trimester 1</th><th colspan="2">Trimester 2</th></tr>
<tr><td>Healthcare Essentials: Medical Terminology, Electronic Health Records, and the U.S. Healthcare System</td><td colspan="2">Advanced Topics for the Medical Office Professional: Medical Coding, Billing, Insurance and Healthcare Office Communication</td></tr>
<tr><td>Foundational Math Skills for Professional Careers</td><td colspan="2">Microsoft Office</td></tr>
<tr><td>Digital Skills for Learning and the Workplace</td><td>Career Planning Capstone</td><td>Internship</td></tr>
<tr><td></td><td colspan="2">Writing, Communication, and Workplace Culture</td></tr>
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Application Requirements

- ☐ 228+ CASAS Score
- ☐ High school diploma or equivalent
- ☐ Interview

This program is endorsed by

MaineHealth

> "This certificate taught me everything I needed to be successful in my current job as well as what I needed to get there. I felt beyond prepared while applying for jobs after graduating, which was a very different experience than what I was used to. I felt confident in my resume, I knew how to respond to interview questions, and I knew what questions I wanted to ask of them. I was very fortunate to find a job quickly and what's more is that it's EXACTLY the job I set out to do."
>
> - Past Certificate Graduate

Fill out our interest form and we will contact you when it is time to apply!

www.portlandadulted.org