



Healthcare Office Certificate

Program Goal:

Prepare for a career as a Patient Service Representative in the healthcare field.

Learn essential customer service and administrative skills, including scheduling appointments, managing patient records, and communicating in a healthcare setting.

Students will also gain understanding of the healthcare system, medical insurance, and workplace professionalism.

Time Commitment

- In-Person: 4 days per week
- Outside Study: Approximately 1.5 hours per day

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Apply



Class Overview

Quarter 1:

- Career Planning for a Digital World
- Medical Terminology
- Electronic Healthcare Records (EHR)
- Writing and Communications

Quarter 2:

- Oral Communication for Healthcare (Jan)
- Foundational Math Skills
- Medical Coding
- MAPA Advising

Application Requirements

- Completed application form
- U.S. Work authorization
- 228 or higher CASAS Score
- Interview with workforce
- High school diploma or equivalency