



MEDICAL OFFICE SUPPORT CERTIFICATE

PROGRAM THE CERTIFICATE IS A PART OF

Medical Office Support Degree

JOB OPPORTUNITIES FOR GRADUATES

The Medical Office Support certificate prepares you for a supporting role as a medical receptionist/information clerk, medical secretary, or medical records and health information technicians. You will learn to perform administrative duties in a medical, clinical, or health care related office environment. Training will be provided in several areas including general office skills, electronic health records, medical/clinical office procedures, data processing, office equipment operations, communication skills (verbal and written), and principles of medical record-keeping and business regulations.

SALARY

Medical secretaries are listed as one of the "Fastest Growing Occupations" for the Northwest Ohio region for 2014-2024 with a growth rate as high as 20.43%. Pay range: \$26,760 - \$35,900.

Receptionists and Information clerks - \$23,795.20
- growth: 6.49%

Medical secretary - \$30,680 - growth: 20.43%



ACCREDITATION

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

LOCATION

Toledo-area Campus
Hybrid

STUDENT TESTIMONIALS

"I would recommend any student to take courses with Teri Pratt. She was a very good instructor and the material she covered was easy to understand." (OAD262)

"Really helped me if I did not understand, great teacher! I feel like a master of Word now!" (OAD102)

"I really enjoy instructors who are passionate about what they are teaching. Every one of you made me enjoy coming to class."

OTHER INFORMATION

Some courses in this certificate may require students to take online courses. For more info on these programs and others in the School of Business, Information and Public Service, go to www.owens.edu/business or call (567) 661-7280.

The Business Technologies Department works closely with local businesses and organizations to secure internships and employment opportunities for students and to assure program courses are relevant with current business practices and technology.

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Office of Admissions

Toledo-area Campus - (567) 661-7777
Findlay-area Campus - (567) 429-3509

School of Business, Hospitality Management and Public Safety

(567) 661-7280
business@owens.edu



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CERTIFICATE CURRICULUM

MEDICAL OFFICE SUPPORT CERTIFICATE

REQUIRED COURSES

The Age of Coursework for Office Administration (OAD) courses is 6 years - chair approval required for courses beyond that.

**If keyboarding proficient (25 WPM) complete and pass proficiency test and enroll in OAD 101.*

OAD 135	Intro to Office Administration	Credits: 3(Lec: 3)
IST 131	Computer Concepts and Apps	Credits: 3(Lec: 3)
OAD 100	Beginning Keyboarding	Credits: 2(Lec: 2)
HIT 125	Language of Medicine	Credits: 3(Lec: 3)
OAD 101	Document Formatting	Credits: 3(Lec: 3)
OAD 102	Word Processing Apps-Word	Credits: 3(Lec: 3)
PHL 102	Principles of Ethics *	Credits: 3(Lec: 3)
OAD 265	Medical Office Simulation	Credits: 2(Lec: 2)
OAD 150	Medical Scribe Introduction	Credits: 2(Lec: 2)
OAD 262	Electronic Health Records	Credits: 2(Lec: 2)

*Ohio Transfer Module Course

More information about the Ohio Transfer Module Course can be found at www.ohiohighered.org/transfer/transfermodule



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Your *Success* Starts Here.



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