



MEDICAL OFFICE SUPPORT

12 Credit Hour Certificate

Earn a Career Certificate in one semester.

Prepare to work in a medical office. Learn office procedures, appointment scheduling, patient registration, coding, and recordkeeping.

HIT 103 Coding & Classification Systems. Instructs students on application of basic coding rules, principles, guidelines, and conventions.

OMT 127 Electronic Recordkeeping. Students learn how to create and maintain various types of electronic content.

OMT 140 Office Orientation. Learn various office procedures, hardware, and software to be successful in an office setting.

OMT215 Medical Office Practices. Students will learn medical office procedures including reception, scheduling, coding, and recordkeeping.

FOR MORE INFORMATION CONTACT:
Office Management Technology Department
(708) 656-8000. Ext. 2363

