HEALTHCARE PRACTICE MANAGEMENT CERTIFICATE (CAREER)

Program website (https://www.frederick.edu/programs/healthcare/medical-assistant.aspx)

Program Description

Prepares students for work as a medical practice manager. Students must receive a "C" or better in all MEDA courses.

Program Learning Outcomes

- Demonstrate competence discovering, applying, and thinking critically about basic business, accounting, and computing concepts and trends.
- Identify and analyze ethical issues in business.
- Communicate effectively using multiple communication methods (oral, written, graphic, and electronic).
- Apply computing technologies to solve business problems.

Program Requirements

- Students must earn a grade of "C" or better in all MEDA courses.

Code	Title	Credits
Departmental Requirements		
BMGT 120	Business Communications	3
CMIS 101	Information Systems and Technology	3
MEDA 109	Medical Terminology	3
MEDA 110	Computer Medical Office Management	3
MEDA 112	Medical Office Procedures	3
MEDA 203	Diagnostic and Procedural Medical Coding	3
MEDA 218	Health Insurance Billing and Reimbursement	3
Elective	Any MEDA, BMGT, ACCT, or CMIS course	3
Total Credits		24

Transfer Note

For more information on careers and transfer, contact the Career and Academic Planning Services office at 301.846.2471 or visit Transfer Services (https://www.frederick.edu/student-resources/counseling-advising/transfer-services.aspx).

Guided Pathway to Success (GPS)

Suggested schedules map your path to degree completion.

Students should meet with an advisor each semester to carefully select and sequence courses based on their specific academic goals and interests. Visit Jefferson Hall or call 301.846.2471 for advising.

Recommended First Semester		Credits
CMIS 101	Information Systems and Technology	3
MEDA 109	Medical Terminology	3
MEDA 112	Medical Office Procedures	3
BMGT 120	Business Communications	3
	Credits	12
Recommended Second Semester		
MEDA 203	Diagnostic and Procedural Medical Coding	3

MEDA 218	Health Insurance Billing and Reimbursement	3
MEDA 110	Computer Medical Office Management	3
Electives	Any ACCT, BMGT, CMIS, MEDA	3
	Credits	12
	Total Credits	24

Part-time Students

Part-time students should complete courses in the order listed on the pathway. Please contact program manager for questions about part-time status.

Students who take fewer than 15 credits each semester or who require developmental English or Math coursework will need additional semesters to complete their degrees. Summer term and January session classes may help students to make faster progress.

Pathway Legend

Milestone - courses with the Milestone notation should be taken within the recommend credit range to stay on track for program completion.

Fall, Spring, Summer - courses with a Fall, Spring, or Summer notation indicate the course is offered in the specified semester only.