

Medical Office Assistant • Certificate

Why Choose Medical Office Assistant?

The quality of medical care and the efficiency of the medical office are dependent on the office staff to provide the clerical support to the physicians. This certificate provides opportunity for entry-level employment or immediate career advancement for medical record clerks. It is ideal for individuals who want to work in a doctor's office or clinic and do not want to take more advanced science-based coursework.

Courses are offered in Big Rapids and Grand Rapids. In Big Rapids, courses are offered during the day and Grand Rapids courses are offered in the evening.

Get a Great Job

With our aging population seeking medical care and the advancements in technology that allow more services to be provided in a physician's office, there is a demand for medical office assistants to provide the clerical support in clinics, physician offices, and other outpatient settings. Full- and part-time positions are generally available. Salary ranges vary between sites, however, they generally ranged from \$8.00 to \$10.00 per hour.

Admission Requirements

To be eligible for admission to the certificate program, the student must have a high school diploma or a GED. An ACT composite score of 19 or a SAT composite score of 900-930; an ASSET reading score of 43 and writing score of 44; OR a COMPASS reading score of 84 or writing score of 78 is required. High school or college coursework in computers is helpful but not required.

Graduation Requirements

To obtain the certificate, students must successfully complete all courses with a minimum grade of a "C". Credits earned in any of the certificates can be applied toward completing the associate and bachelor's degrees in medical records.

Required Courses

		Credit Hours
Core		
MRIS 101	Intro to Health Info Systems	4
MRIS 103	Medical Terminology	4
HCSA 202	Health Care Law	3
FSUS 100	Ferris State Univ Seminar	1
Major		
MRIS 104	Introduction to Medical Office	3
MRIS 192	Medical Office Assistant Internship	3
	Total Credits	18



More Information

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FERRIS STATE UNIVERSITY

C O L L E G E O F A L L I E D H E A L T H S C I E N C E S