

Medical Clerical Certificate in Applied Science

Mission Statement

The mission of the Medical Clerical certificate curriculum is to train students for employment in medical offices, working in medical clerical positions, or in other business areas. The Medical Clerical program will prepare the student with specialized technical, as well as communication and interpersonal skills, needed to succeed as an entry-level medical clerical employee.

Entrance Requirements:

Acceptable placement test score(s), plus high school diploma or GED.

Type of Program:

Day or evening

Employment Opportunities:

Doctors' offices, hospital systems, medical organizations, insurance companies, business and industry

- This program develops specialized skills needed to become a general office professional in the medical field or other business offices.
- Requires a minimum grade of "C" in all AOT, AHS, HIM, and BIO courses.
- Credits earned in this certificate may be applied to other Administrative Office Technology programs.
- Credits earned in AOT programs are accepted for five years. Credits earned prior to the five-year period must be retaken or may be validated by successful completion of a higher-level course if available.
- Graduates of this certificate are eligible to obtain the Physician Practice Specialist certificate by completing the requirements for that program.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester - Fall

AOT	101	Introduction to Keyboarding (first half)	2.0
AOT	106	Keyboarding Lab I (second half)	1.0
AOT	167	Information Processing Applications	3.0
ENG	101	English Composition I*	3.0

Second Semester - Spring

AOT	105	Keyboarding	3.0
AOT	134	Office Communications	3.0
AOT	163	Word Processing	3.0

Third Semester - Summer

AHS	102	Medical Terminology	3.0
AOT	133	Professional Development	3.0
AOT	161	Records Management	3.0

Fourth Semester - Fall

AOT	234	Administrative Office Communications	3.0
BIO	110	General Anatomy & Physiology*	3.0

Fifth Semester - Spring

AOT	252	Medical Systems & Procedures	3.0
HIM	103	Introduction to Health Information and Coding	3.0

Total Required Credit Hours:**39.0**

*General education course

Visit <https://www.gvltec.edu/gainful-employment/> for important information about the educational debt, earnings and graduation rates of students who attended programs.