

Physician Practice Specialist Certificate in Applied Science

Mission Statement

The purpose of the Physician Practice Specialist certificate program is to provide graduates of the Medical Clerical certificate program with the opportunity for on-the-job training in an internship or work experience in a medical practice or hospital setting.

Entrance Requirements:

Acceptable placement test score(s), plus completion of the Medical Clerical certificate program within the last five years

Type of Program:

Day or evening

- This program provides graduates of the Medical Clerical certificate program with training in customer service and basic principles of management. It also provides an opportunity for on-the-job training in a medical facility through the completion of an internship or practical work experience in a medical associate practice.
- To complete this certificate program, students must obtain a minimum grade of "C" in all courses.
- A physical exam is required in order to be prepared for the internship course (AOT 271). Students should complete the exam within six months prior to scheduling the internship course as a series of Hepatitis vaccines is required.
- A current SLED background check is required.
- Completion of other training and orientation activities is required by students who intern in a hospital setting.
- 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.
- 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

AOT	260	Office Word Processing Applications	3.0
AOT	261	Office Spreadsheet Application	3.0
MGT	101	Principles of Management	3.0
MKT	130	Customer Service Principles	3.0

Second Semester

MGT	201	Human Resource Management	3.0
AOT	271	SCWE in Administrative Office Technology	4.0

Total Required Credit Hours:

19.0

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