

# MEDICAL OFFICE MANAGEMENT COLLEGE CREDIT CERTIFICATE

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This 34-credit hour certificate program is designed to provide students with the skills necessary for employment in occupations such as: administrative medical or dental assistant, referrals, medical billing clerk, physician credentialing specialist, medical receptionist, medical secretary, or electronic health record support with the foundation to promote to higher level positions with experience. This certificate fully articulates with the Associate of Science Degree in Health Services Management at LSSC. The program emphasizes communications, health information technology, billing, outpatient procedural coding, health law, customer service, and health office management principles.

The certificate is upward compatible with the Health Services Management, Associate in Science degree (<https://lssc-public.courseleaf.com/academic-programs/career-technical-education-programs/health-services-management-as/>).

## Academic Advising

- [advising@lssc.edu](mailto:advising@lssc.edu) 352-787-3747

## Career Development Services

- [Careers@lssc.edu](mailto:Careers@lssc.edu) 352-323-3603

## Program Contact Information

[HSM@lssc.edu](mailto:HSM@lssc.edu) ([hsm@lssc.edu](mailto:hsm@lssc.edu)) 352-323-3635

Code	Title	Hours
<b>Program Core Courses</b>		
CGS 1100	Business Computer Applications	3
HSA 1100	Healthcare Delivery Systems	3
HSC 1531	Medical Terminology	3
HIM 1433	Concepts of Disease	3
GEB 2214	Business Communications	3
HIM 1211	Basic Health Information Technology	3
HIM 2012	Medicolegal Aspects of Records	3
HIM 1273	Medical Insurance & Coding I	3
HIM 2253	CPT-4 Coding & Reimbursement	3
HIM 2214	Healthcare Statistics	3
HSA 2182	Health Services Management Concepts	3
HSA 2940	Internship: Health Services Management	1
<b>Total Hours</b>		<b>34</b>

**When beginning this program, students are advised to make an appointment for advising with the Program Manager or an instructor designated by the Program Manager.**

For information about career options, visit [www.lssc.edu/careers](http://www.lssc.edu/careers) (<http://www.lssc.edu/careers/>).

Students must complete 25% of each program's total credit hours at LSSC.