



## Medical Office Administration (AHP) Certificate

### START here

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MODULE 1	CREDITS	MILESTONE	COMPLETED
AHP 104 – Medical Office Administration	3		<input type="checkbox"/>
BIO 105 – Basic Anatomy and Physiology	3		<input type="checkbox"/>

TOTAL CREDITS 6

2

MODULE 2	CREDITS	MILESTONE	COMPLETED
MAT 001 – Preparation for College Math (must complete at least modules 1-4)	3		<input type="checkbox"/>
AHP 105 – Health Insurance and Coding	3		<input type="checkbox"/>

TOTAL CREDITS 6

3

MODULE 3	CREDITS	MILESTONE	COMPLETED
ENG 101 – English Composition	3		<input type="checkbox"/>
AHP 108 – Medical Coding II	3		<input type="checkbox"/>

TOTAL CREDITS 6

### You've FINISHED!

#### Certificate Programs

Certificate programs can serve as the basis for further higher education or professional studies. Certificate programs require students to complete specified coursework, mainly related to particular fields of employment.

While many students enroll in a certificate program in preparation for direct entry into employment, they often return to college, part time or full time, and apply the credits previously earned to an associate degree program.



**Milestone Courses**  
should be taken in the order shown. This will help you stay on track and graduate on time.

#### General Advising Notes

- This 27 week program admits in the Fall and Spring semesters and is offered in an accelerated format of three 9 week modules, 2 classes per module.
- Students must successfully pass each module before they are able to move on to the next module.
- This program is designed for students who have completed the Medical Receptionist Certificate program who are interested in medical billing and coding.
- BIO 231 and/or BIO 232, if already completed, can be used in place of BIO 105.

#### Career and Transfer Outlook

- Graduates of the Medical Office Administration Certificate program are qualified for billing and coding employment as administrative staff in a variety of health care locations, such as in long-term care facilities, hospitals or clinics, physicians' offices, or insurance companies.
- Students who complete this certificate program are eligible to take the AAPC certification exam to become a certified professional coder (CPC).
- Graduates of this program will be able to move up the career ladder by taking additional college-level courses and meet requirements for other certificates or associate degrees in a health career.

To learn more, call us at 1-800-818-3434 or visit [www.middlesex.mass.edu](http://www.middlesex.mass.edu)