

[www.clcillinois.edu/programs/moa](http://www.clcillinois.edu/programs/moa)

## CERTIFICATE PROGRAM

Biological and Health Sciences Division  
Room B213 (847) 543-2042

### HEALTHCARE OFFICE ASSISTANT (Certificate) Plan 21ME

This is not a limited enrollment program. Interested students do not need to screen to be admitted.

This certificate prepares students to work in the front office of a medical or dental office. Students in the program will learn how to schedule appointments, protect confidentiality of patient information, use proper telephone etiquette, and understand the health insurance claims process. An introduction to basic insurance coding will be included. Students must have adequate computer skills and access to the Internet to complete assignments in this program.

<b>FIRST SEMESTER</b>		<b>7</b>
<b>HIT 111</b>	Medical Terminology	3
<b>MOA 112</b>	Basic Medical Office and Billing Procedures	4
<b>Total Hours for Certificate</b>		<b>7</b>

## TYPICAL JOBS

- Medical Receptionist
- Patient Service Representative
- Medical Secretary

## EMPLOYERS

- Medical Practices
- Outpatient Centers
- Patient Registration

## GETTING STARTED

For steps on how to apply and register, visit [www.clcillinois.edu/admission](http://www.clcillinois.edu/admission).

## CONTACT INFO

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May 2020  
Per 2020-21 catalog