

GUIDED PATHWAY: MEDICAL FRONT OFFICE ASSISTANT

HEALTH SCIENCES CAREER PATH



For more information, visit the [Dallas College Medical Front Office webpage](http://www.dcccd.edu/MedFrontOffice) [www.dcccd.edu/MedFrontOffice] and your academic advisor at the Brookhaven Campus.

This is an example course sequence for students interested in pursuing the Medical Front Office Assistant Certificate. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn a Level I Certificate in Medical Front Office Assistant. Students must earn at least 25% of the credit hours required for graduation through instruction by Dallas College. See catalog for [official certificate requirements](#).

The Medical Front Office Assistant Certificate is for individuals who are new to a medical office setting. This sequence of courses will prepare students for entry-level employment in a medical front office setting by developing core proficiency in medical terminology, medical office procedures, basic medical insurance and coding, medical software applications including practice management software and an electronic health records software.

Students must have successfully completed all courses in the Medical Front Office Occupational Skills Award prior to enrolling in the second semester of this certificate.

Students pursuing this certificate are waived from the [Texas Success Initiative \(TSI\)](#) standards, but must meet course prerequisites, as long as the student completes the TSI waiver form prior to enrollment.

Catalog Year	2020-2021	You may use this pathway if you entered Dallas College on or before this date.
Degree Type	Level I Certificate	
GPA Requirement	Student must earn a GPA of 2.0 or higher	
TSI	May be Exempt	

SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students. This is not an official degree plan. See catalog for [official certificate requirements](#).

CERTIFICATE MINIMUM: 21 SEMESTER CREDIT HOURS

SEMESTER 1 Total Hours: 13

- [POFT 1127](#) – Introduction to Keyboarding
- [POFI 1301](#) – Computer Applications I *Must select from specific section for Medical Front Office program. See your academic advisor for a specific list.*
- [MDCA 1313](#) – Medical Terminology
- [POFM 1317](#) – Medical Administrative Support
- [POFM 1327](#) – Medical Insurance

SEMESTER 1 ACTION ITEMS

1. Meet with your advisor to confirm academic and career goals before the end of the semester.
2. Meet with a career advisor or coach to research your career options and opportunities for job shadowing.
3. Must have successfully completed all courses in the Medical Front Office Assistant Occupational Skills Award prior to enrolling in the second semester of this certificate.
4. Meet with a faculty or career advisor regarding placement for the Cooperative Education course.

SEMESTER 2 Total Hours: 8

- [POFM 1302](#) – Medical Software Applications
- [POFM 2333](#) – Medical Document Production

POFM 1280 – Cooperative Education-Medical Administrative/Executive Assistant and Medical Secretary
Students must complete 160 hours non-paid externship in a medical front office setting. See your faculty or academic advisor for more details.

SEMESTER 2 ACTION ITEMS

1. Meet with your advisor to request an official program of study audit and confirm or update your academic/career path and program of study.
2. After reviewing your degree plan and program of study, meet with your advisor to apply for the Medical Front Office Assistant Certificate.
3. Sign up for commencement.
4. Meet with a career advisor or coach for assistance in preparing for job search.
5. Join the [Alumni Network](#)

PATHWAY TOTAL: 21 SEMESTER CREDIT HOURS