Tacoma Community College Medical Office Professional Pathway

Medical Office Clerk Certificate
BUS 102, CU 105, CU 106, HIM 130, MO 100, MO 143
(Integrated with basic skills as CJST - proposed IBEST)

Total = 17 credits

(Jobs include office clerk, medical secretary, file clerk, receptionist and information clerk, and average salary range is $11.93-$15.74 with approximately 273 job openings)

Medical Registration and Admissions Specialist Certificate
CU 110, HT 131, MO 241

Total = 29 credits

(Jobs include patient registrar, patient care representative, admissions representative, patient services representative, and salary range is $12.00-$13.50 ph)

Medical Office Assistant Certificate
BUS 110, BUS 164, CU 202, CU 203, CU 210, ENGL 101, HIM 110, HIM 150, HIM 180, HIM 210, HIM 214, HIM 225, MO 139, MO 159, SPCH 110

Total = 55 credits

(Jobs include medical receptionist, patient scheduler, medical insurance verification, patient coordinator, and salary range is $12.50-$16.76 ph)

Medical Office Professional AAS Degree
BIOL 118, ENGL 102 or 103, HIM 130, HIM 131, MO 100, MO 139, MO 140, MO 143, MO 241

Total = 92 credits

(Jobs include medical office manager, unit manager, unit coordinator, unit secretary, surgical scheduler, hospitalist, and salary range is $12.83-$17.77 ph)

Medical Outpatient Transcription Certificate
HIM 131, MO 139, MO 140, MO 141, MO 160, MO 161

Total = 29 credits

(Jobs include medical transcriptionist, limited specialties, small office transcriptionist, service transcriptionist, and salary range is $11.50-$13.50 ph)

Medical Transcription Certificate
BUS 110, CU 202, ENGL 101-BUS, HIM 150, MO 142, MO 162, MO 241

Total = 53 credits

(Jobs include hospital or national service-based transcriptionist, may develop own business, and salary range is $12.95-$20.24 ph depending on skill and experience)

Medical Billing Specialist Certificate
BUS 110, HIM 110, HIM 120 or MO 100, HIM 130, HIM 131, HIM 140, HIM 150, HIM 170, HIM 240, MO 139

Total = 44 credits

(Jobs include medical biller, insurance specialist, physician specialty coder, and salary range is $11.99-$17.40 ph)

Health Information Coding Specialist Certificate
BIOL 118, ENGL 101 or SPCH 100, HIM 110, HIM 220, HIM 245, HIM 250, HIM 252

Total = 65 credits

(Jobs include acute care coder, ambulatory care coder, specialty coder for physician and other specialists, and salary range is $11.99-$17.40 ph)

Health Information Management AAS Degree
CU 110, HIM 180, HIM 220, HIM 222, HIM 225, HIM 230, HIM 231, HIM 232, HIM 241, HIM 242, HIM 245, HIM 250, HIM 252, HIM 270

Total = 102 credits

(Jobs include disease registrar, charge master auditor, clinical records coordinator, quality review auditor, compliance officer, coding supervisor, credential analyst, HIM department manager, supervisor or director, risk management coordinator, and salary range is $14.73-$20.24 ph)