



Grossmont College Certificate of Proficiency for Medical Office Assistant

To obtain the Grossmont College Certificate of Proficiency, all units must be taken for college credit and tuition must be paid to Grossmont College Admissions and Records.

Medical Office Assistant—(in association with ROP*)

<u>Subject and number</u>	<u>Title</u>	<u>Units</u>
BOT 161	Medical Terminology	3
BOT 165	Medical Insurance Billing	4.5
BOT 167	Medical Coding	4
BOT 170	Medical Office Procedures	6
	<hr/> Total Required	<hr/> 17.5

*These are ROP classes that are also available for college credit.

Requirements to qualify for a Certificate of Proficiency in Medical Office Assistant:

1. Achieve a "C" or better in all four BOT Certificate of Proficiency courses.
2. File an application for the Certificate of Proficiency in the Admissions and Records Office at the beginning of the semester in which the requirements will be completed.
3. Enroll in and satisfactorily complete at least one Grossmont College course during the semester in which you apply for the Certificate of Proficiency.
4. Students with a degree in Medical Office earned in a prior year are not eligible to apply for this certificate.

If you are certain you have met the requirements for the Certificate of Proficiency in Medical Office Assistant, petition forms are available in the Admissions and Records office in room 123 in building 1-B. If you are unsure about whether or not you qualify for this certificate please contact the counseling office at (619) 644-7208 to make an appointment with a counselor.

The Grossmont College Certificate of Proficiency is **NOT** a Regional Occupational Program (ROP) Certificate. ROP will issue a Certificate of Completion for each class completed with a "C" or better.