



Clinic Service Representative

Certificate

Program description

In this program, you will learn the skills necessary to work in a frontline administrative capacity in health care.

Key advisors

Diana Cacho, dcacho@highline.edu

Program map

The following program map contains recommended courses to complete your degree or certificate. This document does not replace meeting with an advisor. In order to discuss your educational goals and plans a meeting with an advisor is very important.

Full-Time Pathway (14-16 Credits per Quarter)

1st Quarter - Fall

Courses: 15 credits	Credits	Complete?
HEAL 102 – Introduction to Healthcare Professions	3	
HEAL 104 – Medical Terminology & Anatomy	5	
BSTEC 120 – Introduction to MS Office Software	2	
ENGL& 101 – English Composition I, OR CMST& 101 – Introduction to Communication	5	

Action items/milestones

- Declare your program of study/major
- Meet with your advisor to discuss this program map

2nd Quarter - Winter

Courses: 16 credits	Credits	Complete?
HEAL 162 – Medical Office Procedures II	5	
HEAL 211 – Clinical Procedures AMA (<i>Students must speak with a faculty advisor before registering</i>)	2	
HEAL 226 – Healthcare Communication	3	
HEAL 160 – Law & Ethics for Healthcare Professionals	4	
HEAL 239 – Job Readiness	2	

3rd Quarter - Spring

Courses: 14 credits	Credits	Complete?
HEAL 240 – Externship	4	
BUSN 160 – Human/Labor Relations	5	
ACCTG 121 – Practical Financial Accounting, OR BUSN 135 – Business Mathematics, OR Any Math 100-Level or Above	5	