

MEDICAL OFFICE ASSISTANT PROGRAM

Prerequisite: High School Diploma/GED and Advisor Session

Medical Terminology
Computer Skills for the Medical Office Assistant
Pretranscription for the Medical Office Assistant
Law & Ethics for Medical Office
Filing and Health Information Management
Grammar & Writing Skills for the Health Care Professional
Coding for Physician's Office
Microsoft Word
Office Etiquette & Protocol
Medical Transcription, Beginning
Medical Insurance & Computerized Billing
Front Office for the Medical Office
Microsoft Excel
Spanish for Medical Personnel
Five Electives

Certification Exam for Certified Medical Administrative Assistant *

Certification Exam for Certified Medical Transcriptionist #

Certification Exam for Certified Billing and Coding Specialist +

Electives

Using Medical Manager *

Microsoft Access *

Quickbooks or Basic Accounting Principles *

Patient Billing for Medical Office using Medisoft +

HCPCS +

Understanding Hospital Billing & Coding +

Medical Transcription, Intermediate #

Medical Transcription, Advanced #

Health Unit Secretary & Coordinator

Pharmacological Terminology

Anatomy & Physiology for the EMS Professional

EKG Technician

Electronic Medical Record

Nursing Assistant I

Phlebotomy

Advanced Excel

Advanced Word

*** Required for Medical Administrative Assistant**
Required for Medical Transcriptionist
+ Required for Coding & Billing Specialist

(Assuming a minimum of 15 hours/week, completion within 15-18 months is possible)