

Medical Administrative Specialist

405 Hours / 12 Weeks

Program Objectives:

This program of study is designed to prepare the student for employment in areas such as Medical Administrative Specialist, Administrator, Secretary, Front Desk Receptionist, or Manager of a Medical Facility. Through lecture and appropriate Lab Training, the program will provide the student with the technical, manual and manipulative skills and knowledge to be employed as an entry level Medical Administrative Specialist in the broad field of Medicine.

Courses include Windows, Medical Terminology, Anatomy, Health Insurance Portability Accountability Act (HIPAA), Insurance Coding Techniques, Billing Techniques, and the latest Microsoft Applications. The main focus of this program is to prepare the student for any Medical related Administrative position that emphasizes the personal computer and Interpersonal Relations.

Courses:

Windows
Microsoft Word (Introduction to Advanced)
Microsoft Excel (Introduction to Advanced)
Microsoft Access (Introduction to Advanced)
Microsoft PowerPoint (Introduction to Advanced)
Microsoft Office (Integration techniques)
Microsoft Outlook (Setup, Email, Calendar, Tasks, Journal Entries, Contact Information, Address Book and more!)
Internet Explorer (Introduction to Advanced)
HIPAA
Medical Terminology
ICD-9, CPT-4
Coding Techniques
Insurance Evaluation Techniques
Anatomy
Career Development
Job Placement Assistance
Resume Preparation