

Medical Office Specialist

438.75 Hour Program / 13 Weeks

Program Objectives:

This program of study is designed to prepare the student for employment in areas such as a Medical Office Specialist, Medical Administrative Specialist, Administrator, Secretary, Receptionist or Manager of any 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 Office Specialist, Administrative Specialist in the broad field of Medicine.

Courses include Windows, Medical Terminology, Medical Coding, Insurance Form evaluation, ICD-9, CPT-4, Medisoft, HIPAA, 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:

Microsoft Windows	Medical Coding
Microsoft Word	ICD-9
Microsoft Excel	CPT-4
Microsoft Access	Insurance Form Evaluation
Microsoft PowerPoint	Certification Preparation
Microsoft Outlook	Medisoft Software Overview
Internet Explorer	Keyboarding techniques
HIPAA	Resume Preparation
Medical Terminology	Medical Office Skills
	Career Development