



Medical Office Administrator

Course Description:

This course introduces students to the field of Health Office Administration. Students will develop the skills that they need to work productively in a busy health care office or setting. Students participating in the course will receive foundational training in office software applications including, Microsoft Office, keyboarding techniques, Power Point, Outlook and Excel. They will gain in-depth knowledge of accounting software applications, computerized booking, word processing and spreadsheets. Upon completion, students will be able to provide medical administrative support to medical professionals; understand medical terminology and a basic understanding of anatomy and physiology; establish company records; understand the mechanics of scheduling and booking appointments; transcription procedures and techniques; health care billing procedures and techniques. Health Office Administration provides a framework for developing the skills and knowledge needed in an increasingly dynamic office environment with little or no supervision. The objective of this program is to help the student develop the skills and competences needed for increased interpersonal medical office environment. This program includes entry to advanced level training in computer applications such as Microsoft office, office and business skills, in addition to health office procedures, ethics, laws and terminology.

Course Outline:

Microsoft Basics

Bookkeeping

Anatomy, Body Systems and Healthcare Terminology

Records Management Tools, Procedures and Law

Interpersonal Communications

CPR & FIRST AID

Course Outcomes:

At the end of the course the student will be able to:

- Interview patients to obtain case histories and forms



- Complete insurance and other claim forms
- Determine and establish office procedures and routines
- Produce presentations and written reports
- Choose appropriate methods of business communication in a variety of situations
- Develop, implement and maintain administrative procedures
- Undertake research and select information
- Schedule and confirm appointments
- Maintain filing system
- Perform general clerical work, such as order supplies and maintain inventory
- Prepare financial statements
- Billing procedures and practices
- Prepare, key in, edit and proof-read medical records, reports and articles
- Prepare, key in, edit and proof-read case histories
- Interview patients to obtain case histories and forms
- Complete insurance and other claim forms
- Determine and establish office procedures and routines
- Produce presentations and written reports
- Choose appropriate methods of business communication in a variety of situations
- Develop, implement and maintain administrative procedures
- Undertake research and select information
- Schedule and confirm appointments
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- Perform general clerical work, such as order supplies and maintain inventory
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- Prepare, key in, edit and proof-read medical records, reports and articles
- Prepare, key in, edit and proof-read case histories

Career Opportunities

Graduates of this certificate program will be able to start their career with entry-level positions in medium to large-sized companies as an:

- Application Medical Receptionist
- Medical Transcriptionist
- Billing Clerk
- Dental Secretary
- Medical Clerk
- Medical Secretary



CALIFORNIA COLLEGE
OF
BUSINESS, SCIENCE
AND TECHNOLOGY

- Medical Records Clerk

Course Duration:

300 Hours