

# MEDICAL OFFICE

This NEW two-year program gives you the opportunity to become knowledgeable and proficient in medical clerical procedures. The curriculum uses a college-based curriculum and offers hands-on applications with state-of-the-art technologies. Prerequisite: students must have earned a minimum of ten credits prior to enrollment and be on track to graduate.

## Curriculum highlights

- Business communications, ethics, office policies, procedures, and law
- Economics
- CPR/First Aid training
- CPT Coding
- ICD-9 Coding
- Filing/records management
- Finance & accounting
- International communications
- Medical keyboarding and document processing
- Medical terminology and transcription
- Medical office projects
- Microsoft Office: Word, Excel, PowerPoint

## Potential Earnings\*

- Medical Secretary: \$23,810–\$53,460
- Medical Records Technician: \$17,720–\$41,760
- Medical Records Coder: \$34,376–\$41,636\*\*
- Medical Records Transcriptionist: \$31,081–\$37,007\*\*

\* Occupational Outlook Handbook, U.S. Department of Labor, Bureau of Labor Statistics, 2006-07

\*\*Expected salary for a typical position in Columbus, Ohio; 2006 report by Kforce.com



- Career Opportunities**
- Convalescent Center Receptionist/Clerk
  - Dental Receptionist/Clerk
  - Hospital Receptionist/Clerk
  - Insurance Coder
  - Medical Administrative Office Assistant
  - Medical Receptionist/Clerk
  - Medical Transcriptionist
  - Patient Billing/Scheduling
  - Pharmaceutical Company Receptionist/Clerk

# ADVANTAGES!

Career Center Academic Options	Articulation/ College Credit	Professional Certification	College Connections
English 11 & 12 Geometry Algebra II Statistics Pre-Calculus Anatomy & Physiology Biology Chemistry Environmental Science Principles of Technology American History U.S. Government Economics Psychology Sociology	Columbus State Community College  Many colleges will accept certifications as class waivers.	MOS Certification -Excel -Word -PowerPoint -Outlook -Access American Heart Association CPR American Red Cross First Aid.	Marion Technical College Columbus State Community College

For more info, contact Supervisor: [hallt@DelawareAreaCC.org](mailto:hallt@DelawareAreaCC.org)

**QUESTIONS? Call us at 740.548.0708 or 363.1993**  
**FOR MORE INFORMATION, visit us at [www.DelawareAreaCC.org](http://www.DelawareAreaCC.org)**