Medical Office Professional

Description of Training:
Prerequisites: None

Medical Office Professional is a prerequisite course for the AAPC Professional Medical Coding Curriculum for CPC Certification. This class will prepare you to work in a medical office setting and will provide a foundation for more advanced medical records careers. The content includes:

- Basic medical office procedures
- Medical records creation and administration
- Medical terminology
- Anatomy, Physiology and Pathophysiology
- Financial processes
- Phone communications

Learning Outcomes

Demonstrate accurate and efficient scheduling of patient appointments; create documents and maintain patient medical records; perform financial processes, use the computer for basic office functions; Identify, spell, pronounce and define root words, prefixes, and suffixes utilized in a basic medical-surgical vocabulary; define medical terms related to anatomy, physiology, laboratory tests, surgery, pathology, and radiology; Explain the structure and functions of the human body systems; Distinguish factors and cognitive characteristics of various diseases and conditions.

Schedule

September 4 – December 18, 2013
Mondays and Wednesdays
6:30 pm – 9:30 pm

San Jacinto College Central Campus
8060 Spencer Highway, Pasadena 77505

Call 281.478.3636

SCHOLARSHIPS AVAILABLE!!

- Limited number of scholarships available to cover the cost of classes, $1399.
- Students will be responsible for purchasing textbooks. For those who qualify for the full scholarship, maximum total out-of-pocket cost is approx. $300.