

Career Technical Education Administrative Medical Assistant/Front Office

Course Overview

These courses will prepare students for entry-level employment in the front office of hospitals, private practices and clinics. Emphasis is on basic terminology, medical billing, international classification of disease, current procedure terminology, appointment scheduling, filing, Microsoft Word, Excel, and PowerPoint 2013. The student will practice skills in classroom activities, practical work, taking tests, preparing written reports and other documents. Students also have opportunities to improve their interpersonal skills.

This course consists of the following five components*. Students will receive a certificate of completion of all five components. Students may enroll in an individual component. Business Calculation is optional.

***Keyboarding \$40.00 (cash only) or valid keyboarding certificate, 20 WPM, within last six months**
Gain competency in the touch method of keyboarding. This course is designed to increase student keyboarding skills through drill practice and reinforcement of correct techniques. Students will use word processing software to create, format, and edit personal and business documents.

***Computers in the Medical Office – Microsoft Office 2013 \$120.00 (cash only)**
Students prepare to work with computers in a medical office using Microsoft Office 2013 (Word, Excel, and PowerPoint). Students create simulated documents, reports, and presentations.

***Medical Office Administration \$120.00 (cash only)**
This course provides an introduction to medical office administration duties. Emphasis is placed on telephone procedure and etiquette, patient reception (scheduling and documentation), medical filing, records management & mail processing and control.

***Computers in the Medical Field – 8th Edition \$120.00 (cash only)**
This course offers medical office training using current, realistic medical office cases while building transferable computerized medical billing and scheduling skills. Students learn to gather patient information, schedule appointments and enter transactions. The practical, systematic approach is based on real-world medical office activities. CiMO, 8th edition reflects the change from ICD-9-CM diagnosis codes to ICD-10-CM codes. Hands-on Medisoft exercises.

***Medical Terminology \$120.00 (cash only)**
Students learn to recognize word roots, prefixes, and suffixes used in Medical language today. Students will be able to combine words to create meaningful medical conditions as well as comprehend their definition and know the correct spelling.

Business Calculation \$40.00 (cash only)
This course prepares students on the 10-key calculator using the touch method to perform basic business math calculations. These calculations include addition, subtraction, multiplication, division, percentages, fractions, and combining operations. Attention will be given to speed and accuracy.

All fees are nonrefundable and non-transferable.

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Stockton Unified School District

