



# MESSICK ADULT CENTER

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Estimate of Training Cost for

## MEDICAL OFFICE ASSISTANT - ADMINISTRATIVE (SECRETARY/EXECUTIVE ASSISTANT -) **With Emphasis Transcriptionist**

This position requires the same capabilities as Executive Assistant/Office Manager, with the additional knowledge of medical terminology, insurance procedures, billing operations, and medical transcription.

Course Title	Instructional Classroom Hours
Computer Keyboarding I & II	48 hours
Business Communications I & II	48 hours
Computer Applications I & II	60 hours
Employability skills I & II	48 hours
Customer Service Skills	24 hours
MS Word I & II	48 hours
MS Excel I & II	48 hours
MS PowerPoint	24 hours
MS Access I & II	48 hours
Data Entry I & II	48 hours
Medical Terminology	60 hours
Medical Transcription I & II	48 hours
Introduction to Medical Insurance Procedures	42 hours
Medical Coding I & II**	
Diagnostic	60 hours
Procedural	60 hours
Office Procedures I & II	24 hours
Computers in the Medical Office ( <i>MediSoft</i> )	30 hours
Academic Lab	24 hours
Internship (optional)	
<b>Total Hours</b>	<b>834</b>

\*(TUITION AND TEXTBOOK PRICES ARE SUBJECT TO CHANGE)