



Revised 08/08

MESSICK ADULT CENTER

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Estimate of Training Cost for

MEDICAL OFFICE CLERK

Students completing these courses will be employable in these areas: front desk reception, patient representative, insurance claims and billing, medical collections, hospital unit clerk, and many other administrative non-invasive positions. Students learn to answer telephones, greet patients, update and file medical records, fill out insurance forms, handle correspondence, schedule appointments, and arrange for hospital admission and laboratory services. Students learn about different types of insurance and the importance of coding. Training and simulation is provided on the popular medical patient accounting software, MEDISOFT. The successful Medical Office Assistant must demonstrate confidentiality, ethical, responsible and dependable behavior.

Course Title	Instructional classroom Hours
Computer Keyboarding I & II	48 hours
Computer Applications I& II	60 hours
Employability skills I & II	48 hours
Customer Service Skills	48 hours
Business Communications I & II	48 hours
Ms Word I & II	48 hours
Ms Excel I & II	48 hours
Medical Terminology	60 hours
Introduction to Medical Insurance Procedures	42 hours
Computers in the medical office (MediSoft)	30 hours
Internship (Optional)	
Total Hours	480

Tuition and textbook prices are subject to change