

Medical Office Specialist

Course Specifications

Course Length: **Tuesdays, 8:30am – 12:30pm for 12 weeks – Petoskey Location**

Prerequisites: **Basic Computers**
Mondays, 8:30am – 11:30am for 7 weeks – Petoskey Location

Course Cost: \$1295.00

What's in Medical Office Specialist:

Medical terminology, anatomy and physiology, medical clerical skills, receptionist and phone skills, customer relations, and a introduction to insurance processing, medical billing, medical transcription, medical records coding, QuickBooks, advanced MS Word and MS Excel, Internet research and report writing, HIPPA, ethics, telephone etiquette, and medical office careers. The student will also be responsible to create a resume and cover letter.

Course Content

Introduction to Computers

- **File Management – Assessment and training**
- **Word-processing – Assessment and training**
- **Spreadsheet – Assessment and training**
- **Internet and E-mail – Assessment and training**

Can be taken anytime during the MOS class. Classes are held on Mondays from 8:30am to 11:30am. See Instructor for registration. The cost of these classes are included in the MOS tuition rates. IT MAY BE RECOMMENDED BY THE INSTRUCTOR THAT THESE CLASSES BE TAKEN PRIOR TO BEGINNING THE MOS TRAINING.

Medical Terminology and Anatomy

- **Key Word Parts and Basic Terms**
- **Body System Chapters**
- **Comprehensive Medical Terminology Review**

Medical Office Procedures

- **Career Opportunities as a Medical Office Specialist**
Job Opportunities in our local market
Resumes and cover letters
Medical Ethics, Law, and Compliance
Computer Usage in the Medical Office
- **Administrative Responsibilities**
Telephone Procedures and scheduling
Records Management
Written Communications
- **Patient Records**
Patient Medical Records
Insurance and Coding
Billing, Reimbursement, and Collections
- **Practice Finances and Management**
Practice Finances
Office Management
- **HIPPA Compliance**