

Career Major:

Health Informatics Medical Office Assistant



Pathway:

Administrative & Information Support

Cluster:

Business, Management & Administration

Career description:

Medical Office Assistants perform many administrative tasks. They update and file patients' medical records, fill out insurance forms, and arrange for hospital admissions and laboratory services. They also perform tasks less specific to medical settings, such as answering telephones, greeting patients, handling correspondence, scheduling appointments, and handling billing and bookkeeping. Most Medical Office Assistants need to be familiar with insurance rules, billing practices, and hospital or laboratory procedures.

Courses:

- Business, Marketing and Information Technology Core
- Anatomy and Physiology
- Fundamentals of Administrative Technologies
- Fundamentals of Medical Office/ Medical Technology
- Patient Billing
- Medical Insurance
- Business, Management & Administration Capstone

Additional Career Majors In This Pathway:

- Health Informatics Administrative Medical Assistant
- Health Informatics Insurance Coder

AVERAGE SALARY

\$26,840/year

Program Length:

990 hours

Who Can Attend:

High school students or adults

Schedules Available:

Morning class: 8:10-11:00 am

Afternoon class: 12:40-3:30 pm

FULL-TIME STUDENTS:

Attend both sessions.

Entrance Requirements:

If you are a high school student, please contact your high school counselor about enrollment. Prospective adult students should contact a Meridian career counselor for enrollment information.

Tuition:

Tuition is free for students enrolled in one of our district high schools. Students can attend during their junior and senior years or during their senior year and the year following graduation. Scholarships are available to qualified applicants who graduate from one of our district high schools if they enroll within two years of graduation. Adult tuition is based on the number of hours in the chosen career major. A Meridian career counselor will be able to provide more information.

College Credit:

College credit is available for this career. Please contact a Meridian career counselor for more information.

Licensure/Certification:

Certification is available from Meridian Technology Center.