

Industry Forecast Data

Number of similar jobs posted on Monster:	Rate of Growth in percent:
469	23%
Number of similar jobs posted	Much faster than average when compared with other industries
Size of Industry in 2006:	Size of Industry in 2016:
1,049,000	1,297,000

Duties

- Welcomes patients and visitors by greeting patients and visitors, in person or on the telephone; answering or referring inquiries; easing anxiety of patients by providing information as needed.
- Maintains patient accounts by obtaining, recording, and updating personal and financial information
- Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.
- Keeps patient appointments on schedule by notifying provider of patient's arrival; reviewing service delivery compared to schedule; reminding provider of service delays.
- Schedule and confirm patient diagnostic appointments, surgeries, and medical consultations.
- Receive and route messages and documents such as laboratory results to appropriate staff
- Protects patients' rights by maintaining confidentiality of personal and financial information.
- Ensures availability of treatment information by filing and retrieving patient records.
- Compile and record medical charts, reports, and correspondence.
- Obtains revenue by recording and updating financial information; recording and collecting patient charges; controlling credit extended to patients; filing, collecting, and expediting third-party claims.

<http://my.monster.com/job-profiles/Medical-Office-Receptionist.aspx?keyword=Medical%20Office&re=1000#Skills>

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Grossmont College
 Business Office Technology

Medical Office Assistant Certificate of Proficiency



Two
Semester
Certificate
Program

Required Courses

- Business Office Technology 161
Medical Terminology
- Business Office Technology 170
Medical Office Procedures
- Business Office Technology 165
Medical Insurance Billing
- Business Office Technology 167
Medical Coding I

Medical Office Assistant

The Medical Office Assistant Certificate of Proficiency provides students with the skills necessary to gain employment in a variety of medical office environments. Students may choose to begin a new career or update existing job skills. Students successfully completing the certificate will be qualified to seek employment as: Medical office receptionists, assistants, medical clerical workers, hospital admitting clerks, medical insurance billers, medical insurance coders, and insurance claims processors. **All classes must be completed with a “C” grade or higher.**

How to apply:

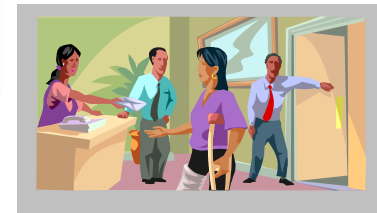
Students wishing to earn a certificate of achievement should complete all courses listed in their chosen area of emphasis. Submission of the Certificate of Proficiency Request form along with an Academic History showing proof of grades is required in order to receive the certificate. *Department-issued certificates will not appear on a student's transcript.*

Total Units Required

Four classes are required for the Medical Office Assistant Certificate of Proficiency.

1. Medical Terminology – 3 units and Medical Office Procedures – 6 units.
2. Medical Insurance Billing – 4.5 units and Medical coding I – 4 units.

Total units required for this program is 17.5.



Contact:
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