

# Medical Office Professional

**Includes Administrative Medical Assistant, Billing & Coding Practices.**

*Federal Financial Aid available for those who qualify for Pell Grant.*

LOCATION	TIME	DAYS	TERM	CLOCK HOURS	FEE*
Don F. Kenny Regional Learning Center - Main Campus, Indio	8:00 a.m. – 4:30 p.m.	T-F	24 weeks	720	\$4,495

*\*Program fee DOES NOT include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.*

*\*Schedules and fees are subject to change without notice.*

This course combines training in administrative medical assisting skills and in billing and coding essentials designed to prepare students to assist an individual doctor's office or medical clinic with all its front office operations. Instruction includes:

- Medical terminology and human anatomy.
- Medical coding (basic CPT, ICD-9 and ICD-10).
- Preparation and submission of electronic and manual claims.
- Customer service and telephone etiquette.

## Admission Requirements

- Proof of high school diploma or equivalent.
- Successful completion of required assessment test.
- Current government issued photo ID.
- Social Security card.

## Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 180-hour Internship included in program.
- Fingerprinting and background check may be required.

## Included in the Cost of Program Fees

- Textbooks.
- Two uniform sets.
- American Heart Association Basic Life Support (BLS) CPR training and card.

## Where would I work?

- Physician's office.
- Medical and surgical hospital.
- Office of other health practitioners.
- Billing and coding services.

## What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$18.34	\$38,150
Inland Empire	\$14.90	\$30,987

\*Data based upon Occupation Employment Statistics (OES) Survey Results for Medical Secretaries in California: [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

Completion, Placement, and Licensure available on website at [www.riversidesce.org](http://www.riversidesce.org)

For additional information, please contact our office at (951) 826-4723 or (760) 863-3333, or visit our website at [www.riversidesce.org](http://www.riversidesce.org).