



# TWO-YEAR DEGREE PROGRAM: **Medical Office Specialist**

**Good administrative** medical office assistants are needed in all inpatient and outpatient settings in the medical environment. Employment in the medical field will continue to expand as the elderly population continues to grow. Students enrolled in the MOS program learn anatomy & physiology, medical terminology, pharmacology, medical office records, transcription and computer skills in a small, personalized classroom environment. An internship completes the program, as students are placed in an office setting that offers experience with patient records, billing, receptionist work, transcription, and insurance procedures. Certification as a medical transcriptionist or as a coding specialist may be obtained after experience is gained in the field.

If the following qualities describe you, a career in the Medical Office Specialist field might be a good choice:

- Enjoy helping people
- Ability to multi-task
- Good listener and communicator
- Detail-oriented
- Discreet

## Medical Office Specialist Students Will:

- Gain strong keyboarding and computer skills
- Become detail oriented
- Be able to demonstrate professionalism
- Be able to multi-task
- Be able to memorize approximately 70 new medical terms each week
- Possess strong keyboarding skills, oral and written communication skills

## Sample of Courses

- Anatomy and Physiology
- Medical Terminology
- Medical Transcription
- Medical Office Procedures
- First Aid/CPR
- Medical Insurance Forms
- ICD-9-CM & CPT Coding

## Sample of Career Opportunities

- Administrative Office Assistant
- Transcriptionist
- Medical Unit Secretary
- Medical Coder/Abstractor
- Medical Billing Manager
- Medical Secretary
- Patient Registration

## Internship

All two-year students are required to complete a 336-hour internship providing them with on-the-job experience and a safety net of instructors to confide in if challenges occur. Many of our students are offered jobs upon completion of their internship.

## Admissions Program Requirements

- High school transcripts, an equivalent or GED
- PSSA scores (HS graduates only)
- Two letters of recommendation from a current employer or teacher
- COMPASS scores
- Personal interview

## Career Services

Our Career Services Office provides a wealth of resources and information to our students and graduates. We encourage our students to acquaint themselves with our office so we can help. Some of our services include:

- Hosting Job Fairs
- Creating Strong Employer Relations
- Inviting Business Guests to Speak
- Providing Job Search Classes

## Financial Aid

South Hills School of Business & Technology understands that your education is an investment in your future. The Financial Aid staff will work with you to make sure you receive all aid for which you are eligible. For answers to your financial aid questions, please contact our financial aid office.