

# Medical Clerical Medical Administrative Assistant

## Medical Clerical

Course	Title	Credits
BTE 100	Computer Keyboarding	1
BTE 111	Keyboarding Speed Building I	2
BTE 160	Data Entry I	2
CIS 118	Intro PC Applications	3
CIS 128	Windows Complete	3
ENGL 113	Business English	3
HPR 178	Seminar: Medical Terminology	2
MAR 160	Customer Service	3
MOT 280	Internship	1
<b>Total Program Credits</b>		<b>20</b>

**Estimated Program Cost** \$1,629.00  
**Estimated Materials Cost** \$543.00  
**Estimated Completion Time** 5 months

## Medical Administrative Assistant

### Qualified Federal Financial Aid Program

Course	Title	Credits
Medical Clerical Program		(17)
BTE 166	Business Editing Skills	3
CIS 131	Word Processing I	1
CIS 155	PC Spreadsheet Concept Excel	3
CNG 105	Internet Technologies	3
MAN 278	First time Supervisor: Seminar	1
MOT 110	Medical Office Administration	4
MOT 120	Medical Office Financial Management	3
MOT 130	Insurance Billing and Coding	3
MOT 225	Medical Practice Management Issues	4
<b>Total Program Credits</b>		<b>42</b>

**Estimated Program Cost** \$3,709.00  
**Estimated Materials Cost** \$1,107.00  
**Estimated Completion Time** 10 months



- Work in an industry that is projected to have above average growth through the next ten years
- Enjoy the opportunity to choose from a wide variety of job titles
- Utilize your multi-skilled training to attract employers
- Earn salaries \$20,000—\$29,000 for receptionist level or \$29,000—\$32,000 for Billing Clerks, Medical Records Clerks, and Secretaries



1250 Welton Street • Denver, CO 80204  
 www.emilygriffith.edu  
 720-423-4700

## Register Today!

By Telephone 720-423-4702  
 In Person 2nd Floor Registration Desk  
 1250 Welton Street, Denver  
 Online www.emilygriffith.edu

# Medical Clerical and Administrative Medical Assistant Job Information

## **RELATED JOB TITLES**

Medical Receptionist or Dental Receptionist  
 Medical Office Assistant  
 Patient Intake Receptionist  
 Insurance Billing Clerk or Biller or Billing Clerk  
 Unit Secretary or Medical Secretary  
 Medical Administrative Secretary  
 Front Desk Coordinator  
 Administrative Assistant  
 Records Clerk or Collections Clerk  
 Data Entry Clerk  
 Health Information Manager  
 Claims Processor  
 Customer Service Representative  
 Insurance Verification Clerk  
 Medical Billing Clerk  
 Medical Payment Posters  
 Medical Collectors  
 Medical File Clerk or Records Clerk  
 Ward Clerk  
 Office Assistant  
 Scheduler  
 Data Coordinator (research)

## **TRANSFERABLE JOB SKILLS**

Customer service experience  
 Professional telephone skills  
 Computer scheduling  
 Highly organized and detail oriented  
 Data entry 10,000  
 Keyboarding  
 Filing and records management  
 Basic accounting - accounts payable/receivable and collections  
 Medical terminology  
 Working knowledge of insurance (HMO and PPO)

## **ESTIMATED SALARIES**

(Based on Colorado Dept. of Labor Occupational Outlook Handbook)

<b><u>Job Titles</u></b>	<b><u>Hourly Pay</u></b>	<b><u>Annual Salary</u></b>
<i>Medical Clerical Receptionist</i>		
Entry Level	\$9.50	\$19,750
Experienced	\$14.83	\$30,840
<i>Billing Clerks, Medical Record Clerks, Medical Secretaries</i>		
Entry Level	\$12.99	\$27,020
Experienced	\$19.34	\$40,230

## **POTENTIAL EMPLOYERS**

Doctors' offices  
 Dentists' offices  
 Mental health facilities  
 Metro area hospitals  
 Medical clinics  
 Health maintenance organizations (HMO's)  
 Health care insurance companies  
 Medical equipment companies  
 Long term care facilities  
 Nursing homes  
 Chiropractic offices  
 Cancer centers  
 Planned parenthood centers  
 Home health care facilities  
 Visiting nurse associations

## **STAFFING AGENCIES**

Medical Staffing Agencies  
 Employment Contractors-Temporary Help

## **JOBS ONLINE**

Go to the Emily Griffith Opportunity School web site at <http://careers.egos-school.com>  
 Select "job links" for a listing of jobs available

## **REGISTRATION**

See Jean Butler, Advisor, at the 2nd floor registration area or call 720-423-4717 for an appointment.

## **FINANCIAL AID**

Available through the Financial Aid Office.  
 Call 720-423-4744 for information regarding the types of aid available for this course/program.

## **START COLLEGE HERE**

Transfer up to 42 program credits to a Colorado community college, complete the five required academic courses, and earn an Associate's of Applied Sciences Degree.