



Positions Available

- Medical Secretary
- Medical Receptionist
- Front Desk Check In/Out
- Medical Billing Specialist
- Health Insurance Specialist
- Medical Records Technician
- Medical Transcriptionist
- Patient Accounting Clerk



Salary Information

The average medical office administrative assistant earns \$31,523 annually as of July 2007, according to Salary.com.



Main Campus

245 College Road
Smithfield, NC 27577
919-934-3051

Admissions Office

919-209-2128

For More Information about careers in Medical Office Administration:

If your last name begins with A–L, please contact:

Monica Dunneho

Wilson C2212
919-209-2061
dunneho@johnstoncc.edu

If your last name begins with M–Z, please contact:

Jean Stowers

Wilson C2212
919-209-2214
stowersj@johnstoncc.edu

www.johnstoncc.edu

JCC Time & Temperature

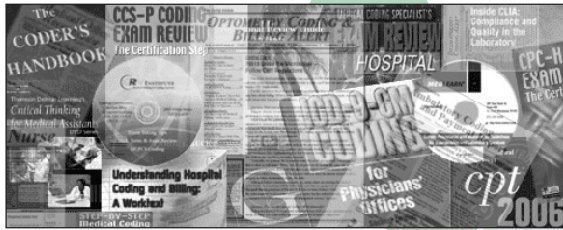
919-934-0112

“Johnston Community College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools to award the associate degree, diploma and certificate.”



Medical Office Administration





Core classes include:

- Medical terminology
- Medical coding, billing, and insurance
- Medical office simulation
- Medical transcription
- Medical legal issues
- Office systems management
- Accounting

Courses designed to develop skills needed in modern medical offices, such as:

- Proficiency in computer software and applications used in business
- Understanding of medical office duties and systems
- Oral and written communication skills
- Other support topics



Medical Coding, Billing, & Insurance:

- Learn to process medical insurance claims for the physician's office using the latest medical billing software and reference materials, including . . .
- International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM)
- Current Procedural Terminology (CPT)
- Healthcare Common Procedure Coding System (HCPCS)

Medical Office Simulation:

- Learn how to properly file and handle medical records
- Work with patient accounting software to schedule appointments and enter charges, payments, and adjustments
- Explore techniques for career success

Medical Office Transcription:

- Acquire word processing skills along with speed and accuracy in keyboarding
- Transcribe medical reports following national standards
- Use latest computer technology to transcribe common medical reports, such as chart notes, history & physicals, letters & memos



Educational Opportunities at JCC:

- A.A.S. in Medical Office Administration
- Medical Administrative Specialist Certificate
- Medical Transcription Certificate
- Medical Records Technician Certificate
- Health Insurance Specialist Certificate



Employment Opportunities:

- Doctors' offices
- Medical clinics
- Hospitals
- Other health care providers' offices
- Nursing homes
- Insurance companies
- Private transcription businesses
- Private medical coding, billing, & insurance companies
- Freelance employment or independent contractor
- Job classifications range from entry-level to supervisor to middle management.