

Earn College Credit

Did you know West Shore Career-Technical Programs offer students the opportunity to earn college credits similar to Advanced Placement (AP) courses?

Every West Shore Career Tech Program offers college credits.

You have **three different ways** that you can earn college credits:

- Receive Tech Prep college credit through West Shore's Northeast Tech Prep Regional partnership
- Apply for CT² credit which is a statewide college credit system
- Utilize bilateral agreements that are available with private colleges or other program-specific credit opportunities

Earning college credit requires acceptable performance and attendance in your chosen West Shore program. Individual colleges maintain their own criteria. College credit will not be granted if specific criterion is not met.

In general, most colleges require a 2.0/2.5 cumulative grade point average (CGPA) and a 3.0 in the Career-Technical program.

Required paperwork and deadlines need to be met to earn college credit.

For more information visit our website and click on: College/Post-Secondary Credit

Visit us at:

www.lakewoodcityschools.org/westshore

Or apply today at:

<http://tinyurl.com/wsapply>



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West Shore Career-Technical District
14100 Franklin Boulevard
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(216) 529-4163

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**Medical
Office
Management**

**Dream.
Plan.
Begin.**

About

Are you interested in working in a medical office setting? Does the healthcare industry interest you?

Then Medical Office Management is for you.

This 2-year program is available your junior year.

Physicians rarely have time to attend to the administrative duties of the office and are turning toward administrative assistants to schedule patients, maintain medical communications, manage financial records and perform front desk operations.

You can acquire impressive credentials in basic and advanced computer applications, while training in all areas of the Microsoft Office Suite.

Senior year, if you meet certain requirements, you will have the ability to take part in the early placement experience. This opportunity allows you to have an early release to acquire paid or volunteer work as long as it is at least 8 hours per week.

Medical Office Management 1—Jr Year

2 periods worth 2 credits

Prerequisite: Algebra 1 (completed or currently passing)

Medical Office Management 2—Sr Year

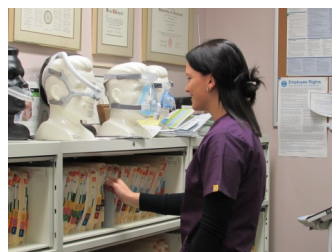
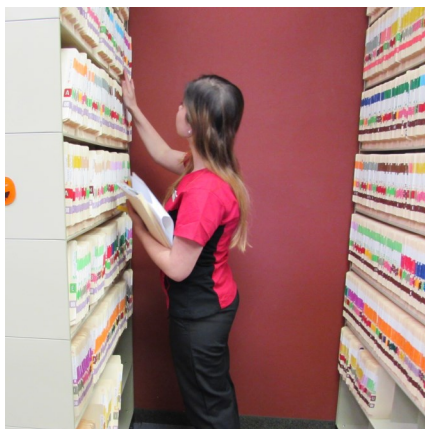
3 periods worth 3 credits

Prerequisite: Medical Office Management

Certifications

Microsoft Office Suite including

- Word
- Excel
- PowerPoint
- Outlook



Possible Careers

With further education and training after high school, Medical Office Management students' career options are:

- Medical Scribe
- Medical Office Assistant
- Benefits Coordinator
- Patient Information Coordinator
- Admissions Specialist
- Administrative Secretary
- Unit Secretary
- Physician's Secretary
- Medical Billing Specialist
- Medical Coding
- Medical Records Technician
- Receptionist
- Claims Processor
- Preoperative Support Specialist
- Medical Reimbursement Specialist
- Medical Register
- Appointment Scheduler
- Patient Access Representative

