

Career Pathways

Entry Level Positions

- Health Information Clerk
- Medical Receptionist
- Medical Record Clerk

Technical Positions

- Billing Coordinator
- Health Information Clerk
- Health Information Specialist
- Health Information Technician
- Medical Coder
- Medical Office Specialist
- Medical Records Analyst
- Medical Records Clerk
- Medical Secretary
- Office Manager

Professional Positions

- Medical Records Coordinator
- Medical Records Director
- Registered Health Information Technician (RHIT)
- Clinical Director
- Health and Social Service Manager
- Medical Records Manager
- Mental Health Program Manager
- Practice Administrator
- Program Manager

MCOE ROP Training Programs

Automotive Technology
Construction Technology (MC3)
Culinary Essentials
Foundations in Early Education
Medical Assisting
Professional Truck Driving

Regional Occupational Program

632 W. 13th Street
Merced, CA 95341
Phone: (209) 381-6684

Wolfe Educational Center

Kristine Lindsey, Instructor
732 W. 13th Street, Room W-1
Merced, CA 95341
klindsey@mcoe.org
(209) 381-4578

Premiere Cinemas Shopping Center

Extension Campus

Brenda Lima, Instructor
265 Mercey Springs Road, Suite A
Los Banos, CA 93635
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(209) 827-5614 x6183



For information about national and program accreditation, contact the institution.

www.mcoe.org/ROP

Merced County ROP does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated groups.

Medical Office Administration



For additional information,
scan QR code



Program Description

This program will prepare students for successful careers as administrative medical office assistants. Covering customer service, medical terminology, and administrative tasks from appointment scheduling to medical billing, this will help students develop the knowledge and skills they need to think critically and respond confidently to the challenges they will encounter in a medical office. Students will work with an electronic medical record simulation and will practice day-to-day tasks as if they were in an actual office setting. In addition, students will be introduced to Word, EMR, and Outlook. Also, BLS students will become certified and complete an Employability Portfolio for job readiness. Each student will have the opportunity to be placed at an internship site to receive hands-on training and real-life experience at a local medical office establishment

Admission Requirements

- Students must be at least 18 years of age
- Possession of a High School Diploma, Equivalency Diploma or GED
- Recommended 8th grade reading and math levels
- Students should be aware that some local medical facilities require background checks, drug screens and Covid Vaccines

Key Instructional Methods Include:

- Direct instruction via lectures
- Classroom discussions
- Cooperative learning
- Self paced

Program Highlights

- Medical Terminology
- BLS Certification
- Patient registration and appointment scheduling
- Medical billing and insurance claim submission
- Charting and maintaining patient records
- Identification of various types of health insurance
- Introduction to CPT and ICD-10 coding
- HIPPA/ confidentiality and security compliance
- Career and Interviewing skills
- Employability Portfolio



The Structure of the Program Includes:

- Open Entry-Open Exit (monthly)
- 8 hours per day, Monday - Thursday
- 6 months/32 hours per week
- Placement as an intern at a local medical practice

What is Merced County ROP?

ROP stands for Regional Occupational Program. ROP provides occupational training programs directly related to a student's career interest area.

Mission Statement

The mission of the Merced County Office of Education Regional Occupational Program is to prepare adult students with relevant, high quality career training to secure sustainable employment and advancement.

ROP Goals

- Develop technical, and interpersonal skills
- Secure successful employment
- Upgrade academic and employment skills
- Enter advanced career-technical training
- Pursue college related courses

