

MEDICAL OFFICE ADMINISTRATION

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

ADMISSION REQUIREMENTS

- Complete Adult ROP Pre-Enrollment Interest Form– scan QR code
- 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



SCAN HERE

Prepare for a great career!

- ▶ Completion within 6 months
- ▶ Self-Paced
- ▶ Classes are Monday - Thursday from 8:00 am to 4:30 pm
- ▶ Los Banos & Merced locations

**For Additional
Information**
Email drobles@mcoe.org
or call (209) 381-6684



Steve M. Tietjen, Ed.D.
County Superintendent of Schools



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.
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.