BUSINESS

MEDICAL OFFICE MANAGEMENT

MVCTC.COM/MO

PROGRAM OVERVIEW:

- Develop knowledge of customer service, medical transcription, electronic patient registration, insurance coding and billing, medical office equipment, and the use and creation of electronic health/medical records (EHR/EMR)
- **College Opportunity** - Career-Technical Credit Transfer (CT)2/CTAG; Articulated Credit - Edison State Community College, Hocking College, and Sinclair College
- **ODE Approved, Industry-Recognized Credential Opportunity** - RISE Up Customer Service and Sales; RISE Up Retail Industry Fundamental; CPR/First Aid
- **Work-Based Learning Opportunity** - Advanced Placement or Internship

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Potential Careers

- Medical Secretary
- Medical Records & Health Information Technician
- Medical & Health Service Managers

BUSINESS PROFESSIONALS of AMERICA