



Wayne
County
Community
College
District

Medical Office Specialist

PAY

The median annual wage for health information technicians was \$37,110 in May 2015. Most health information technicians work full time. In healthcare facilities that are always open, such as hospitals, technicians may work evening or overnight shifts.

JOB OUTLOOK

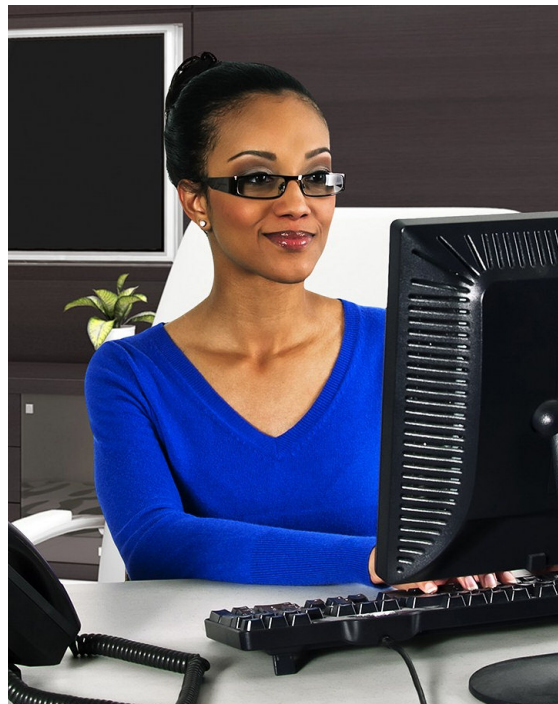
Employment of health information technicians is projected to grow 15 percent from 2014 to 2024, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages. An aging population will need more medical tests, treatments, and procedures. Additional records, coupled with widespread use of electronic health records (EHRs) by all types of healthcare providers, could lead to an increased need for Specialists to organize and manage the associated information in all areas of the healthcare industry.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, Medical Records and Health Information Technicians, on the Internet at <http://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm>



ABOUT THE PROGRAM

This Medical Office Specialist certificate is a short-term program established to prepare students for employment in physician's offices, medical insurance companies and hospital offices. Some of the duties of a Medical Office Specialist include, but are not limited to, preparing patient insurance claims, processing accounts payable and accounts receivable, scheduling appointments, preparing patient files, coordinating the patient filing system, preparing medical correspondence, processing medical records, and scheduling hospital admissions.



WHAT DO MEDICAL OFFICE SPECIALISTS DO?

Medical Office Specialists organize and manage health information data. They ensure its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories. All Medical Office Specialists document patients' health information, including their medical history, symptoms, examination and test results, treatments, and other information about healthcare services that are provided to patients. Other duties vary with the size of the facility in which they work.

WHERE DO THEY WORK?

Most health information technicians work in hospitals or physicians' offices. Others work in nursing care facilities or for government entities. Technicians typically work at desks or in offices and may spend many hours in front of computer monitors.

**Wayne County Community College District....
Jobs for Today, Jobs for the Future!**

**FOR MORE INFORMATION, CALL 313-496-2600
OR VISIT OUR WEBSITE AT WWW.WCCCD.EDU**

Recommended Sequence of Courses

Medical Office Specialist: Short-Term Certificate

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

ALH 110	Medical Terminology	3
ALH 115	Medical Computer Systems	3
BUS 225	Computer Applications in Business	3
SPH 101	Fundamentals of Speech	3
ENG 119	English 1	3

SEMESTER TOTAL15

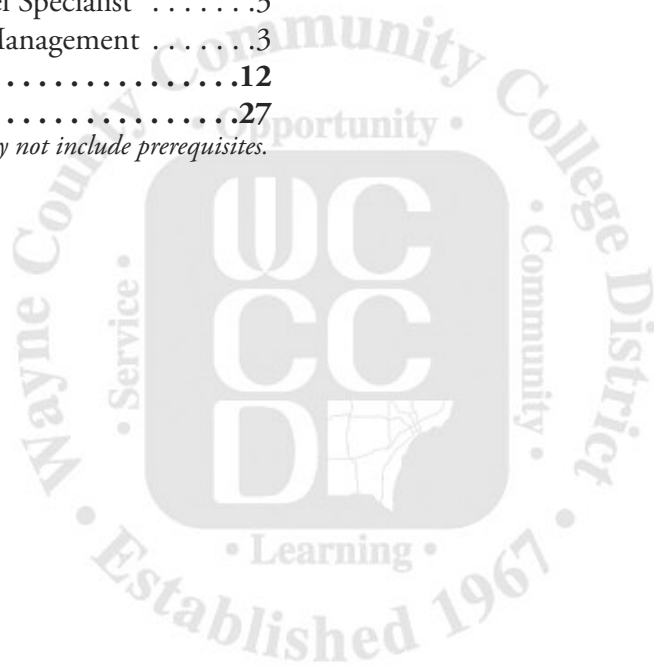
SEMESTER 2

MOS 120	Medical Office Management	3
OIS 251	Microsoft Word Specialist	3
OIS 252	Microsoft Excel Specialist	3
MOS 140	Patient Case Management	3

SEMESTER TOTAL12

CERTIFICATE TOTAL27

Note: Certificate total hours may not include prerequisites.



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