



**BUSINESS  
DIVISION**

## **Medical Office Skill Award**

### **Required courses**

MOA 180

Medical Records

MOA 182

Medical Terminology

MOA 183

Billing and Coding

MOA 185

Medical Office

Administration

BUSAD 50

Internship

**This award can be completed in one semester, attending full time or two semesters part time.**

**This is ideal for high school juniors and seniors exploring career options in the fastest growing industry and any others who are seeking to get into healthcare.**

For more information contact [sperera@glendale.edu](mailto:sperera@glendale.edu) or visit our website [glendale.edu/HIT](http://glendale.edu/HIT)

# Employment Data for Medical Records Skill Award

## California

Employment 20,840

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Hourly mean wage \$23.48

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Annual mean wage \$48,840

## Glendale and surrounding areas

Employment 5,790

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Hourly mean wage \$22.75

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Annual mean wage \$47,330

Further detailed information can be accessed by visiting the Bureau of Labor Statics, United States Department of Labor website [www.bls.gov/oes/current/oes292071.htm#st](http://www.bls.gov/oes/current/oes292071.htm#st)

**This award prepares you to work in a medical office, clinic, hospital, or any other healthcare agency as an entry-level employee.**

**Job function includes: updating medical records, patient registration, schedule management, accounting and billing physician services, and other medical office duties.**