



CAREER EDUCATION

Your path to employment

MEDICAL OFFICE / MEDICAL RECORDS

(CAREER PATHWAY CHECKLIST –High School & New Students)



ABOUT THE JOB

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

SAMPLE OF JOB TITLES

Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Assistant, Doctor's Assistant, Medical Assistant (MA), Medical Office Assistant, Ophthalmic Technician, Optometric Assistant, Optometric Technician, Registered Medical Assistant (RMA)

EDUCATION

- *10% of respondents had a High school diploma
- *18% of respondents had an Associate's degree
- *65% of respondents had Post-secondary certificate

WAGE & EMPLOYMENT TRENDS

Median wages (2017) \$15.61 hourly, \$32,480 annual
Employment (2016) 634,000 employees
Projected growth (2016-2026) Average (15% or higher)
Projected job openings (2016-2026) 94,900

DETAILED WORK ACTIVITIES

- Record vital statistics or other health information.
- Assess physical conditions of patients to aid in diagnosis or treatment.
- Interview patients to gather medical information.

*all information pulled from O*net Online www.onetonline.org "O*NET database, containing hundreds of standardized and occupation-specific descriptors on almost 1,000 occupations covering the entire U.S. economy. The database, which is available to the public at no cost, is continually updated from input by a broad range of workers in each occupation. WWW.SalarySurfer.CCCCO.edu - provides an estimate on potential wages to be earned after receiving a certificate or degree. / www.CACareerCafe.com is a Virtual Career Center open 24/7 bringing you insights and tools for success.

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Medical Office: 15 units

Medical Records 15 units

FALL SEMESTER 1		CHECK	SPRING SEMESTER 2		CHECK
11 th Grade					
MOA 180 Electronic Health /Medical Records 3.0 Units		<input type="checkbox"/>	MOA 182 Medical Terminology 3.0 Units		<input type="checkbox"/>
FALL SEMESTER 3			SPRING SEMESTER 4		
12 th Grade					
MOA 183 Billing and Coding 4.0 Units		<input type="checkbox"/>	MOA 185 Medical Office Administration (3 Units) or HIT 193 Physician Coding (CPT) (3 units)		<input type="checkbox"/>
<p>**Note: The class may not be available at the High School campus. Student may take the class at the GCC campus. Meet with your counselor and ask about Jump Start at GCC</p>			<p>**Note: The class may not be available at the High School campus. Student may take the class at the GCC campus. Meet with your counselor and ask about Jump Start at GCC</p>		
College Courses At GCC					
SUMMER SEMESTER		OR	FALL SEMESTER 1		
BUSAD 50 Internship 3.0 Units Congrats! Complete the online petition for your Medical Office Skill Award.		<input type="checkbox"/>	BUSAD 50 Internship 3.0 Units Congrats! Complete the online petition for your Medical Records Skill Award.		<input type="checkbox"/>
Congrats! Complete the Petition for Certificate Form and submit form to the Admissions and Records Office					<input type="checkbox"/>

GRADUATION REQUIREMENTS The requirement for the Associate in Arts/Science degree may be met by completing a Major with a minimum of 18 semester units + GENERAL EDUCATION (GE). A total 60 unit is a requirement for the Associate Degree. **SEE A COUNSELOR TO PREPARE A STUDENT EDUCATIONAL PLAN**

