

MEDICAL OFFICE PROFESSIONS

Higher Education Center at National City

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Department Web Site: <https://www.swccd.edu/programs-and-academics/career-education/health/medical-office-professions/>

Map: <https://goo.gl/maps/NbVD4ovHYGB2> (<https://goo.gl/maps/NbVD4ovHYGB2/>)

General Description

Designed to respond to the ever-increasing need for well-trained, skilled personnel to fill positions in the allied healthcare industry as medical assistants. Today's healthcare industry demands a higher level of thinking and performance skills than ever before. The medical office professions programs prepare students for careers as administrative or clinical medical assistants, medical billers and coders, medical interpreters or as medical office managers.

Career Options

The U.S. Bureau of Labor and Statistics has placed medical offices and healthcare facilities among the top ten industries expected to generate the largest number of new jobs. Employment in health services is expected to grow quickly during the coming decades because of the expanding healthcare needs of an aging population. Few fields are as immune to recession as healthcare. Potential employers include, but are not limited to, hospitals and doctors' offices, urgent care, outpatient surgery, industrial and sports medicine clinics; insurance companies, skilled nursing facilities, state and federal health agencies, and medical research institutions.

Career options available for the medical office professions major include medical assistant-administrative or clinical, office clerk, medical secretary, medical transcriptionist, medical records clerk, medical records coder, medical records technician, registered records administrator, health insurance specialist, health information administrator, medical office manager, quality assurance specialist, and medical interpreter. Some careers require a certificate of achievement and most require an associate in science degree or higher degree.

Degree/Certificate Options	Major Code
Associate in Science Degree:	
Career/Technical	
Medical Assisting (http://catalog.swccd.edu/associate-degree-certificate-programs/medical-office-professions/medical-assisting-as/)	A2314
Certificates of Achievement	
Medical Assisting-Administrative (http://catalog.swccd.edu/associate-degree-certificate-programs/medical-office-professions/medical-assisting-administrative-certificate/)	02315

Medical Assisting-Clinical (<http://catalog.swccd.edu/associate-degree-certificate-programs/medical-office-professions/medical-assisting-clinical-certificate/>) 02322

Medical Assisting-Medical Insurance Billing and Coding (<http://catalog.swccd.edu/associate-degree-certificate-programs/medical-office-professions/medical-assisting-medical-insurance-billing-coding-certificate/>) 02317

Patient Care Coordinator (<http://catalog.swccd.edu/associate-degree-certificate-programs/medical-office-professions/patient-care-coordinator-certificate/>) 02319

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

Faculty

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