



EXPAND YOUR POSSIBILITIES

- Medical Receptionist
- Medical Office Assistant
- Medical Coordinator
- Medical Office Professional
- Medical Admissions Clerk
- Front Desk Receptionist

MEDICAL OFFICE PACKAGE

MEDICAL COURSES

(All Included With Package)

Medical Terminology Pt1

- Explain how medical terms are developed
- Pluralize terms
- Interpret pronunciation marks
- Compile medical documentation
- Understand and use medical terms
- Define the elements of human body structure
- List organs contained within each body cavity
- Name the parts of the integumentary system and describe the function of each
- Name the parts of the musculoskeletal system and describe the function of each
- Name the parts of the cardiovascular system and describe the function of each
- Name the parts of the respiratory system and describe the function of each
- Name the parts of the nervous system and describe the function of each

Medical Terminology Pt2

- Name the parts of the urinary system and discuss the function of each part
- Name the parts of the female reproductive system and discuss the function of each part
- Name the parts of the male reproductive system and discuss the function of each part
- Name the parts of the blood system and discuss the function of each part
- Name the parts of the lymphatic and immune systems and discuss the function of each part
- Name the parts of the digestive system and discuss the function of each part
- Name the parts of the endocrine system and discuss the function of each part
- Name the parts of the sensory system and discuss the function of each part

Medical Office Administration

- Name the parts of the urinary system and discuss the function of each part
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- Name the parts of the endocrine system and discuss the function of each part
- Name the parts of the sensory system and discuss the function of each part

Medical Electronic Records

- Describe the functions of electronic health records and explain the advantages they offer physicians and patients over paper-based records.
- Recognize and discuss best practices for transition from a paper based record to an Electronic Health Record.
- Create a workflow to demonstrate how electronic health records are used in physician practices and other outpatient settings.
- Create a workflow to demonstrate how electronic health records are used in hospitals.
- Identify and describe the functions of a Regional Health Information Organization RHIO and explain how the RHIO is dependant on the Electronic Health Record.
- Identify and describe the functions of a Personal Health Record (PHR) and explain how the PHR is dependent on the Electronic Health Record.
- Explain the importance of and define the clinical standards as well as the HIPAA standards in the development of interoperable electronic health records.
- List the challenges that electronic health information poses to the privacy and security of patient's health information.

MICROSOFT OFFICE CERT COURSES

(Select 3 Levels)

Word Basic Level

- Performing Basic Tasks
- Editing and Formatting
- Structuring a Document
- Adding Lists and Objects
- Using Tables

Excel Basic Level

- Creating Workbooks, Worksheets, and Data
- Saving and Printing Data
- Formatting Cells and Worksheets
- Formatting Data

Outlook Basic Level

- Working & Managing E-mails
- Working with Contacts
- Create & manage e-mails
- Replying & adding attachments
- Design email signatures
- Configure message settings
- Incorporate social network info

PowerPoint Basic Level

- Presentation format features
- Insert & format various objects
- Create & modify a photo album
- Animations in a presentation
- Audio & video basics
- Work with transitions
- Collaborate & Revisions

Word Intermediate Level

- Advanced Formatting
- Navigating and Reviewing Documents
- Customizing Document Layout
- Inserting and Formatting Graphics

Excel Intermediate Level

- Performing Calculations Using Functions
- Presenting Data in Tables and Charts
- Presenting Data using Conditional Formatting and Spark lines
- Creating & Customizing Visual Elements

Outlook Int. Level

- Scheduling Apps, Events, and Tasks
- Formatting & Configuring Emails
- Create & manage appts, events, tasks
- Navigate & manage calendar.
- Create & reply to meeting requests
- Work with meeting features
- Formatting & editing e-mail features

Word Advanced Level

- Advanced Table Customization
- Reference Tools and Mail
- Adjusting Document Views and Customizing the Appearance
- Sharing and Collaboration

Excel Advanced Level

- Customizing Options and Views
- Manipulating Data
- Data Search, Data Validation,
- Modify work environment
- Ways to sort and filter data.
- Create and apply a macro

Outlook Int. Level

- Outlook Customization
- Organizational features
- Create & manage Outlook rules
- Use cleanup & storage tools
- Apply various sharing features
- How to configure calendar options
- Mail Automation, Cleanup, & Storage

PowerPoint Adv. Level

- Customized transitions & animations.
- Insert and modify charts
- Create a consistent presentation look
- Share, protect presentations
- Present online & use presenter tools
- Slide Show Tools
- Sharing, Printing, Protecting &