

# Advanced Medical With Accounting



52 Weeks  
1220 Hours

## Keys to Success (90 Hours)

Get creative and practical skills that promote success. Learn to focus on content, take tests, and communicate ideas. Improve your time management and listening skills. Wrap it up with tips on living a successful life.

## Business Communication at Work (165 Hours)

Effectively communicate verbally and non-verbally in the business environment. Identify problems and social reactions, prepare reports, and study examples of effective communication methods.

## Medical Terminology (92 Hours)

Students study the meaning, pronunciation and spelling of terms used in today's medical environment. This knowledge assists in the preparation and maintenance of medical records, transcription, and internal and external documents, brochures, advertisements and newsletters.

## Administrative Medical Assisting (195 Hours)

Take patient information, schedule appointments, manage mail and correspondence, and maintain records. Prepare medical documentation pertaining to various medical procedures. Explore issues of confidentiality, drug handling and prescription medicines.

Graduates of this program could expect to find employment in the following occupational titles:

- Administrative Assistant
- Admitting Clerk
- Medical Administrative Assistant
- Medical Insurance Clerk
- Medical Receptionist
- Medical Records Clerk
- Medical Records Technician
- Medical Secretary
- Medical Support Staff
- Medical Transcriptionist
- Patient Representative
- Ward/Unit Clerk
- Account Payable/Receivable Clerk
- Payroll Clerk
- Bookkeeper

## Medical Office Transcription (165 Hours)

Students will apply written communication skills, use designated references, apply medical terminology and maintain a medical word list. Learn to apply the basic guidelines, then, develop speed and accuracy. Transcribe, create, edit and proof appropriate medical documents.

## College Accounting (150 Hours)

Provides a solid coverage of accounting concepts and principles from basic journal entry to financial statement preparation and analysis. It serves as the foundation for automated accounting and is a prerequisite to Simply Accounting. It provides a firm, basic foundation for students who wish to pursue advanced accounting courses.

## Using Simply Accounting (363 Hours)

Students acquire computerized accounting skills in Accounts Payable, Accounts Receivable, General Ledger, Inventory, Payroll, and Project Costing using authentic business simulations and transactions. Easy and highly effective.

## Professional Satisfaction

“ Taking the Medical course was the smartest thing I have ever done. I get daily compliments on a job well done and I owe it all to the training I received at Mactech. Thanks for all the encouragement and for just being in business. ”

I am working at a job I love and it really doesn't feel like work. My professional life is on track and wonderful. Thanks again for everything. ”

Annette Hottinger  
HomeEd Graduate, 2008  
Administrative Medical Computer