

## Other Opportunities in Health Occupations at BOCES

- Dental Assisting
- Medical Terminology
- Medical Insurance and Billing
- Nurse Aide/Home Health Aide
- Phlebotomy
- Practical Nursing

Call 716-376-8268  
for more information.

### Notice of Non-Discrimination

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## Medical Office Assisting



**Cattaraugus-Allegany  
BOCES**

**Center at Olean**

**(716) 376-8268**



This 102-hour course will prepare the student to work as a Medical Office Assistant. Students will be eligible to take the professional certification exam upon completion of the course.

### **Administrative Skills:**

- Medical Clinic Operation
- Professional Characteristics
- Interpersonal Communication Skills
- Medical Terminology
- Medical Reports/Transcription
- Verbal/Written Communication
- Health Insurance Claims
- Insurance Coding
- Office Safety & Emergencies
- Filing
- Scheduling Appointments
- Record Keeping
- Medical Laws & Ethics
- Resume Writing
- Health Career Opportunities
- Ethical and Legal Principles
- Adherence to HIPAA guidelines and guidelines

### **Clinical Skills:**

- Medical History Forms
- Temperatures
- Pulses
- Blood Pressures
- Height/Weight
- Eye Exam
- Patient Positioning

### **Olean BOCES**

**March 10 — July 7, 2020**

**105 Hours (18 weeks)**

**Tuesdays & Thursdays**

**5:30—8:30 PM**

**\$850 plus textbook (\$115)**

Prerequisites: Keyboarding and Microsoft Word skills.



### **How to register...**

By phone

(716) 376-8268

Online at

<http://caboces.org/adult-ed>

For information on possible funding assistance call

(716) 376-8278



This program is approved by the New York State Education Department for Veterans' training.