

## 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

The Cattaraugus-Allegany-Erie-Wyoming Board of Cooperative Educational Services does not discriminate on the basis of an individual's actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship; status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status or political identity, gender expression, and religious practices or any other basis prohibited by New York State and/or federal non-discrimination laws in employment or its programs and activities. The District provides equal access to community and youth organizations. Inquiries regarding the District's non-discrimination policies should be directed to: Civil Rights Compliance Officer, Human Resources, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760, 716-376-8237. Email: [CivilRightsCompliance@caboces.org](mailto:CivilRightsCompliance@caboces.org)

## Medical Office Assisting



**Cattaraugus-Allegany  
BOCES**

**Center at Olean**

**(716) 376-8268**



This 105-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 9 — July 6, 2021**  
**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.