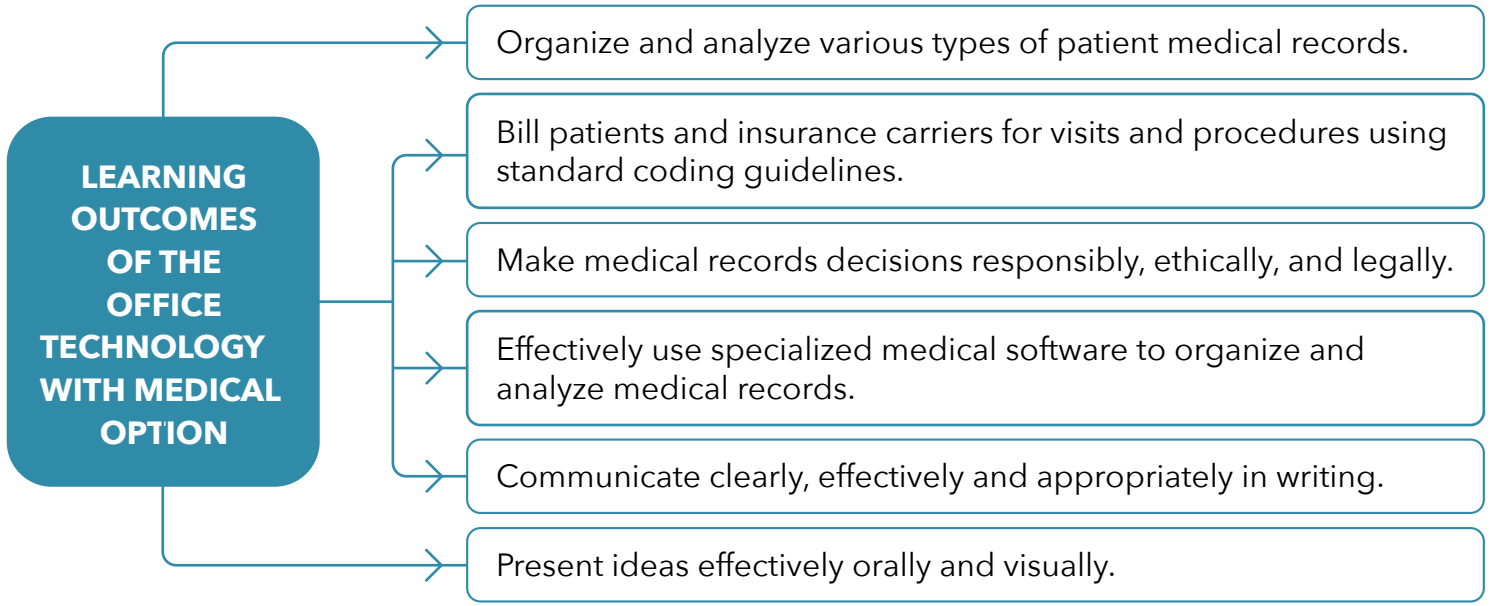


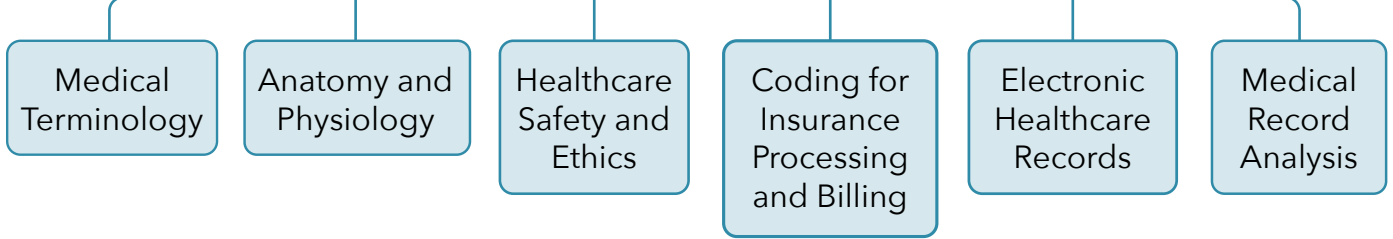


# OFFICE TECHNOLOGY WITH MEDICAL OPTION

## Degree Outcomes & Employment



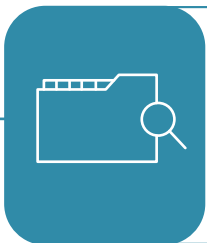
The Office Technology Program with Medical Office Option concentrates on familiarizing students with the procedures and documents of a modern doctor's office, clinic, or hospital, while also providing special preparation in:



The **A.O.S DEGREE IN OFFICE TECHNOLOGY WITH MEDICAL OPTION** will give the students the necessary knowledge, skills and competencies needed to perform entry-level job functions within the medical field.

Please see job listings below on Indeed in the Office Technology with Medical Option field:

- [Medical Biller](#)
- [Medical Biller/Collections Specialist](#)
- [Medical Front Desk Receptionist](#)
- [Claims Specialist](#)
- [Advanced Medical Support Assistant](#)
- [Claims Specialist](#)



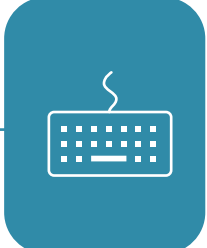
The positions listed above require their candidates to **organize and analyze various types of medical record documents**. These skills are taught in:

- MET100 Medical Terminology
- MET135 Medical Ethics
- MET170 Electronic Health Records
- MET201 Medical Office Procedures
- MET200 Computerized Medical Billing

These positions also require candidates to **perform routine medical office administrative procedures**. These skills are taught in:



- MET170 Electronic Health Records
- MET200 Computerized Medical Billing
- MET201 Medical Office Procedures
- MET218 Medical Insurance and Billing



Also, these positions are asking their candidates to be qualified in **applying standard coding guidelines in processing insurance claim forms**. These skills are taught to our students in:

- MET115 Basic ICD-CM Coding
- MET119 Basic Procedural Coding
- MET170 Electronic Health Records
- MET200 Computerized Medical Billing
- MET201 Medical Office Procedures
- MET218 Medical Insurance and Billing

According to the New York State Department of Labor, the *Regional Long Term State Projections* that in New York City by 2028 there will be a **29.6% increase** increase in Healthcare support occupations. The average entry level annual salary for healthcare support worker is \$38,660 with a mean salary of \$50,370.