



Employment Opportunities Are Available with . . .

- Physicians' offices
- Area hospitals
- Medical transcription services
- Physicians' billing services
- Home care agencies
- Hospice care providers
- Prosthetic and orthotic suppliers
- Nursing homes

For more information:

- ⊕ Degree/Certificate Requirements
Call Counseling
686-9330
- ⊕ Transfer Programs
Call Articulation Office
686-9070
- ⊕ Registering for Classes
Call Registration
686-9305
- ⊕ Specific Course Information
Call Office Adm. & Tech.
686-9127
- ⊕ Financial Aid
Call Financial Aid
686-9080
- ⊕ Articulation /Alignment
Call Articulation Office
686-9070
- ⊕ Internships
Call Co-op Office
686-9474
- ⊕ Job Placement
Call Career Services
686-9072



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Medical Office Professions



Health Insurance
Coding & Claims Specialist
Certificate

Medical Transcription Specialist
Certificate

Medical Secretary
Associate Degree

Did you know . . .

The efficiency of a medical office and the quality of medical care provided depend in large part upon the staff members who supplement and support the role of the physician.

As a medical office staff member, you must have strong communication skills, organizational ability, computer knowledge, and excellent human relation skills.

Consider these medical office career options . . .



Health Insurance Coding & Claims Specialist Certificate

(25 credits)

- Report physician services for reimbursement to patients' insurance companies
- Determine appropriate diagnosis and procedure codes
- Compile and maintain patients' medical records
- Process coordination of benefits, adjustments, deductibles, and co-pays for posting



Medical Transcription Specialist Certificate

(25 credits)

- Transcribe letters, operative notes, radiology reports, and related medical documents
- Enter patient care documentation into medical records
- Understand the legal and ethical responsibilities of working with medical records
- Work-at-home opportunities
- Professional certification is available from the American Association for Medical Transcription after 3 to 5 years of transcription experience



Medical Secretary Associate Degree

(62 credits)

- Understand and use medical terminology
- Complete medical insurance claims
- Handle correspondence, medical records, and physicians' dictation
- Greet and direct patients
- Manage appointment schedules and the telephone
- Understand the legal responsibilities of medical office staff members