

START HERE. GO ANYWHERE.



SOUTHERN CAREERS INSTITUTE
MEDICAL OFFICE SPECIALIST



Call Now 1.833.SCI.TEXAS or Scan the QR Code to Learn More



LEARN it.

Our Medical Office Specialist students train on:

- Introductory billing and collections
- Records management
- Patient data collection
- Keyboarding
- Telephone techniques

Medical Office Specialist may find entry-level employment as:

- Medical Office Specialists
- Administrative Assistants
- Word Processors
- Office Assistants
- Clerical Office Assistants
- Medical Receptionists

2 Schedule options to complete your program*

30
WEEKS
DAY
CLASSES

OR

45
WEEKS
EVENING
CLASSES

*With successful full-time enrollment.

Train to earn the following 16 Skill Badges conveying proficiency in your field:



Microsoft Word



Microsoft Excel



Customer Career



Professionalism



Words Per Minute



Communication



Anatomy



Vital Body Systems



Transformative Body



EHR Intermediate



Using Electronic Records



Billing Insurance



Telemedicine Communication



HIPAA



Problem-Solving



Scheduling and Planning



LEARN it.

CIS101 **Word Processing**
Basic techniques of electronic word processing & software applications

CIS102 **Spreadsheets**
Basic techniques of electronic spreadsheets & software applications

CSV103 **Customer Service**
Practice customer service skills in a business setting with problem-solving & critical thinking

JOB103 **Career Readiness**
Integrate learned skills into job search techniques & professional development

KEY101 **Keyboarding**
Introduction to proper touch typing skills

MAC103 **Communication**
Study communication skills in a one-on-one or group setting while learning informal writing techniques

MED107 **Foundational Body Systems**
Introduction to the anatomy, physiology, structure & function of the foundational systems of the human body

MED108 **Vital Body Systems**
Introduction to the anatomy, physiology, structure & function of the vital systems of the human body

MED109 **Transformative Body Systems**
Introduction to the anatomy, physiology, structure & function of the transformative systems of the human body

Included National Certifications*
Taken through a third party provider



Certified Medical
Administrative Assistant
(CMAA)

**Exam fee included in tuition and will be paid if taken within three months of program completion.*

MED110 **Electronic Records for Medical Practice**
Explore electronic health records through scheduling, reporting, entering coding & billing information, & submitting claims

MED111 **Utilizing Electronic Records Systems**
Practice administrative tasks such as maintaining records, completing forms, documenting diagnosis, & posting charges, payments, & adjustments

MED112 **Billing & Insurance for Medical Offices**
Introduction to the fundamental elements and terminology of medical insurance payment systems and reimbursements

MED114 **Telemedicine Communication**
Examine effective communication techniques used by professionals in a variety of medical settings including telemedicine

MED115 **Medical Law and Ethics**
Introduction to the law & ethics in the medical profession including the identification of protected health information as it applies to HIPAA

OFF101 **Office Procedures I**
Study office procedures using electronic applications & resolving business problems

OFF102 **Office Procedures II**
Explore filing, time management, scheduling, planning, & operation of office machines

JOB140 **Medical Office Specialist Externship**
Apply learned skills in a medical office work environment

Additional National Certifications**
Taken through a third party provider



Microsoft Office
Specialist Word
(Microsoft 365 Apps)



Microsoft Office
Specialist Excel
(Microsoft 365 Apps)

***Additional Exam fees not included in tuition.*

SPEAK WITH AN ADMISSIONS ADVISOR TODAY! 1.833.SCI.TEXAS or visit SCItexas.edu

Austin Main Campus
1701 W. Ben White Blvd., Ste. 100
Austin, TX 78704

Brownsville Branch Campus
935 North Expressway
Brownsville, TX 78520

Corpus Christi Branch Campus
2422 Airline Rd.
Corpus Christi, TX 78414

Harlingen Branch Campus
1122 Morgan Blvd.
Harlingen, TX 78550

Pharr Branch Campus
1500 North Jackson Rd.
Pharr, TX 78577

San Antonio-North Branch Campus
6963 NW Loop 410
San Antonio, TX 78238

San Antonio-South Branch Campus
238 Southwest Military Dr. Ste. 101
San Antonio, TX 78221

Waco Branch Campus
3700 S IH 35, Ste. A
Waco, TX 76706

*Past students' outcomes, starting salaries, and job prospects are not indicative of those for current and future students. SCI does not guarantee employment or a starting salary upon graduation, completion, or withdrawal from SCI. **Not all campuses offer all programs