



Medical Office Personnel

Career Programs at Danville Area Community College
Financial Aid eligible degree program

This degree program is designed to provide the basic training necessary to office personnel in a medical facility. The program content is subject to change pending American Medical Records Association recommendations and approval.

Medical Office Personnel perform clerical duties and assist administrators in a medical office. Their duties include typing and word processing, preparing and maintaining medical records, scheduling appointments, and related work. In some offices they may be responsible for bookkeeping, billing patients, and handling credits and collections.

Program Specific Courses:

- Medical Terminology
- Basic Coding
- Medical Transcription
- Human Body Structure
- Medical Office

Certificates:

Medical/Advanced Medical Office Certificates: This program is designed to provide entry level employment skills for office personnel in a medical facility.

Job/Employment Information:

Positions You are Trained for: Medical secretary or any clerical position in the medical field.

Where Can I find a Job? Physician's offices, hospitals, clinics, and public health agencies.

Expected Salary: For the most current salary information visit www.ilworkinfo.com.

Visit our website at www.dacc.edu or contact us at 217-443-DACC (3222) for more information. TDD/TTY 217-443-8701

Office Systems





STEPS TO REGISTER:

- 1. Application 2. Placement Test 3. Register

WAYS TO PAY:

- 1. Pay in full with cash, check, Visa or MasterCard
- 2. Student Financial Aid. Eligibility must be determined by payment due date.
- 3. FACTS Payment Plan. (Interest Free!)
- 4. Apply for Athletic and/or Academic Scholarships.
- 5. Employer paid or other third party payment such as JTP, TAA, etc.

PROGRAM SPECIFIC COURSES:

Check out the DACC website under www.dacc.edu to find out what specific courses you will be taking for this program of study.

Courses are offered in many different formats to meet individual schedules: Day, Evening, Weekend, Traditional, Online, Video or Interactive Video.

WHO TO CALL:

Admissions/Registration	443-8800
Advisement/Counseling	443-8750
Assessment Center	443-8708
Bookstore	443-8759
Career Services Center	443-8597
Child Development Center	443-8833
Financial Aid	443-8761
GED/ESL/Adult Ed	443-8782
General Information	443-3222
Orientation	443-8750
Student Support Services	443-8853

**Please come visit the DACC Campus!
Call 443-8750 to schedule a tour.**

Visit our website at www.dacc.edu or contact us
at 217-443-DACC (3222) for more information.
TDD/TTY 217-443-8701

**Endless
Possibilities**



**Danville Area
Community College**

**2000 East Main Street
Martin Luther King Memorial Way
Danville, Illinois 61832-5199
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www.dacc.edu
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