

# Want a career in the Medical Field?

If you enjoy working with people, have good organizational skills, enjoy working independently and are interested in a career in the medical field, a career as a Medical Office Specialist may be the right choice for you. As a graduate of NCC Medical Office Specialist program you will be prepared to work in a healthcare office in a medical billing capacity, having acquired the basic skills of medical coding using CPT and ICD-9. In addition to billing, you will be able to setup patient records, maintain computerized health records, and other functions essential to the medical office environment.



You too can become a  
vital member of  
the healthcare team  
in just less than 8 months.



## You will learn:

- Medical Terminology and Human Anatomy & Physiology
- Keeping patients' medical records up-to-date & filed properly
- Assisting patients with insurance forms
- Complete and submit insurance forms
- Handling billing and Bookkeeping
- Diagnosis and Procedure Coding
- Keep patients' records accurately filed, updated and organized
- Electronic Medical Billing
- Office Procedures
- Keyboarding and Typing

## Career Opportunities

As you can imagine, Medical Office Specialists play a crucial role in the office of just about every health care practitioner you can think of.

Graduates of the NCC Medical Office Specialist program are prepared for entry-level positions in:

- *Medical offices*
- *Hospitals*
- *Clinics*
- *Health maintenance organizations*
- *Medical billing firms*
- *Health insurance companies*

## Financing Your Education

At National Career College, we don't want finances to limit your career opportunities. We offer a range of education financing options, and our financial aid department staff will be happy to help you find the best financing option for you. Financial Aid is available to those who qualify.

For more information about our graduation rates, the median debt of students who complete the program, and other important information visit our website at [www.nationalcareercollege.com](http://www.nationalcareercollege.com)