

## Program Components

The diagram below highlights the major topics covered in the program. Upon successful completion, the graduates receive Diploma in Medical Office Specialist program. For complete and detailed information please refer to the college catalog.



## Career Opportunities



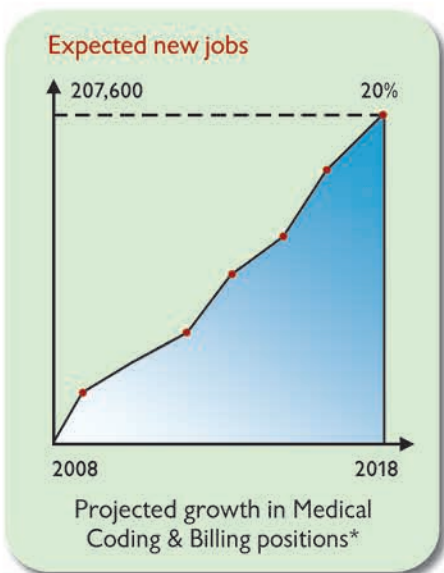
Medical Offices • Medical Groups • Nursing Care Facilities  
Clinics • Hospitals • Health Care Maintenance Organizations (HMO)

## Our Mission

ORT's mission is to meet the educational and vocational needs of diverse students in the shortest time possible in a supportive, caring atmosphere.

Further, the mission is to provide technical skills and knowledge necessary for employment and career advancement.

Success is measured by meeting or exceeding student, employer, and community expectations, and is shown by continued referrals and recommendations, employment of our students and pride in the accomplishments of ORT among the community and the pool of volunteers.



\*Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-11 Edition.

## Career Outlook

According to U.S. Department of Labor, employment of medical records & health information technicians specializing in coding and billing is expected to increase by 20%, and to grow much faster than the average for all occupations through 2018. Employment growth will result from the increase in the number of medical tests, treatments, and procedures that will be performed. As the population continues to age, the occurrence of health-related problems will increase. In addition, with the increasing use of electronic health records, more technicians will be needed to complete the new responsibilities associated with electronic data management.



## Program Objective

The Medical Office Specialist program is designed to prepare students for entry-level positions to work in the front office of health care institutions, hospitals, clinics, both large or small, medical offices or health maintenance organizations. The students learn computer skills and applications, medical terminology, medical billing, medical insurance and coding, and medical records. Medical Anatomy and physiology is covered to provide the students a broader understanding of the human body. Medical office procedures provide the student the skills needed to interact with doctors, nurses and other specialists.

## Program Length

This program may be offered in the morning, afternoon, or evening sessions. The morning and afternoon sessions are taught 5 days per week (Monday through Friday) for approximately 30 weeks of instruction. In the evening session, this program is taught 4 evenings per week (Monday through Thursday) for approximately 45 weeks of instruction. This is a 34 semester credit hour program with 726 instructional hours.