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## Other Opportunities in Health Occupations at BOCES...

- ◆ *Dental Assisting*
- ◆ *Medical Billing*
- ◆ *Nurse Aide/Home  
Health Aide*
- ◆ *Phlebotomy*
- ◆ *Practical Nursing*

Call 716-376-8268  
for more information.

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### Equal Opportunity Notice

Cattaraugus-Allegany BOCES hereby advises students, parents, employees and the general public that it offers employment, programs and educational opportunities, including vocational education opportunities, without regard to gender, race, color, national origin, handicap or any other legally protected status. Inquiries regarding this nondiscrimination policy and grievance procedures may be directed to: Human Resources Director, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760; 716-376-8237.



# INTRODUCTION TO MEDICAL OFFICE ASSISTING

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**Cattaraugus-Allegany  
BOCES**

**Center at Olean**

**(716) 376-8268**



This 102-hour introductory course will prepare the student to work as a Medical Office Assistant.



### Introductory Administrative Skills:

- Medical Clinic Operation
- Professional Characteristics
- Interpersonal Communication Skills
- Medical Terminology
- Medical Reports/Transcription
- Verbal/Written Communication
- Health Insurance Claims
- Insurance Coding
- Office Safety & Emergencies
- Filing
- Scheduling Appointments
- Record Keeping
- Medical Laws & Ethics
- Resume Writing
- Health Career Opportunities
- Ethical and Legal Principles
- Adherence to HIPAA guidelines and regulations

### Introductory Clinical Skills:

- Medical History Forms
- Temperatures
- Pulses
- Blood Pressures
- Height/Weight
- Eye Exam
- Patient Positioning

### Olean BOCES

**March 6 — June 28, 2012**

**102 Hours (17 weeks)**

**Tuesdays & Thursdays**

**5:30—8:30 PM**

**\$600 plus textbook (\$95)**



### How to register...



By telephone

(716) 376-8268

Online at

<http://www.caboces.org>



For information on possible

funding assistance call

(716) 376-8278

This program is approved by the New York State Education Department for Veterans' training.