

Today's Training for Tomorrow's Career!



GET PREPARED FOR YOUR NEW CAREER IN JUST TWO QUARTERS!

Medical Office Professional training at South Seattle College is a 22-week program where you will gain the technical skills for mid-level employment in a medical administrative environment. Highly experienced instructors with business, accounting and medical office expertise provide career guidance as part of the educational process. This program prepares students to work in a variety of medical office facilities including hospitals and clinics; physician, dental, optical, chiropractic and physical therapy offices; and insurance companies and government offices. Emphasis is on insurance billing, medical terminology, office software and interpersonal communication skills necessary for a medical setting.

“The skills that I gained through this program provided me with an opportunity to make a positive transition towards my future after being laid off. I am now ready to move forward in my new career as a billing specialist at Washington Care Center.”

~ Amera Ebrahim

During the second quarter of the program, a **built-in internship** within the medical or administrative field gives students the opportunity to gain professional experience in a hospital or clinic of their choosing. All graduates have the opportunity to continue on for additional certifications in intermediate and advanced coding.

START HERE, GO ANYWHERE!

Graduates are currently working as:

- Medical office receptionists
- Medical billing representatives
- Patient access representatives
- Health unit coordinators
- Claims representatives
- Patient account representatives
- Insurance customer services representatives

GET ADDITIONAL SUPPORT

Additional support may be provided if you meet eligibility requirements. These services may include:

- Transportation assistance
- Books assistance
- Tuition assistance
- One-to-one weekly case management and advising
- Job placement upon completion of program



FOR MORE INFORMATION

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Visit startnextquarter.org to sign up for orientation and learn more about available financial aid.