

# MEDICAL OFFICE PRACTICES

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## Job Description

The medical office practices representative is an important part of the office team. A medical office representative handles information needed for registration of patients and billing of services to the insurance companies. They provide a variety of functions including:

- Registration of patients
- Assignment of appropriate classification codes for office procedures
- Analysis of patient records
- Completion of medical claim forms

## Career Opportunities

Medical office practices representatives generally work in the front office of a medical office and are employed at the following locations:

- Physician's Office
- Billing Service
- Health Management Organization

## Program Description

After successful completion of these courses, the students request their Certificate of Completion in Medical Office Practices from the Health Information Technology Program Director. The coursework may apply toward the Certificate of Achievement in Medical Coding and the Associate of Applied Science in Health Information Technology.

## Admission Requirements

The CSN Medical Office Practices Certificate of Completion is an open entry program, therefore a "Limited Entry Application for Admission to a Health Science Program" is not required. However, there may be course restrictions or course prerequisites. Cross reference each required course with the College Catalog to verify any restrictions. See the reverse side for specific requirements.

### Approximate Costs

(Costs are subject to change)

Tuition:

12 credits x \$106.75 per credit hr .....\$1,281.00

Student Union Fee per credit hr .....\$9.00

Technology Fee per credit hr.....\$6.50

Books ..... \$500.00 - \$600.00

Lab Fees.....\$80.00

College Application Fee .....\$20.00

One time, non-refundable fee charged to new students only.

Non-resident Fee.....\$3,738.50 per semester

This is in addition to the tuition and technology fee and is assessed to nonresident students enrolling in 7 or more credit hours.

### Approximate Salary in Nevada

Hourly Wage Range.....\$9.93 - \$27.03

Median Hourly Wage.....\$17.35

Source: Nevada 2016 OES Wage Data  
[www.nevadaworkforce.com](http://www.nevadaworkforce.com)



The information provided in this literature is for advisement purposes only.

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