

“Students Career Success is our Number One Priority”

To ensure that our students can easily assimilate and excel in the workplace, we strongly stress on real world experience. Our students interact, work and learn together as a team.

REMOVING LEARNING OBSTACLES

We carefully craft our instructions to remove learning obstacles for our Vietnamese students. Our unique methods ensure that our students have a clear and optimal understanding of the materials in their native language, and that this knowledge-base is transferred to English and applied successfully.

LIFE-TIME TECHNICAL SUPPORT

We provide free life-time technical support on any subjects you studied. You can also retake any courses at no charge to you as long as the course is still offering at Au Lac Institute.

GUARANTEED RESULT

There is a lot of information out there that could take you years to gather on your own. In a short period of time, we'll give you the best and only the most relevant and valuable information to help you be the best you can be. You will learn from the experienced training staff and gain real life learning experience. We guaranteed that upon completion of our courses, you will gain more knowledge, confident as well as experience in the subject you studied that can be applied immediately to help you succeed.

“Our dedication to the students’ success and our innovative teaching format make learning easy and more efficient.”

Advanced International College is Certified with the State of California Bureau For Private Postsecondary And Vocational Education

APPROVED/REGISTERED PROGRAM

- Accounting /Bookkeeping
- Administrative Technician / Customer Service
- Computer Programming
- Electronics Engineering Technician
- Internetworking Engineering
- Marketing / Sales
- Microsoft Database Administrator
- Microsoft Solutions Developer
- Network Engineering
- PC Specialist / A +
- Web Development



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ADMINISTRATIVE MEDICAL ASSISTANT

AU LAC
INSTITUTE

SCHOOL OF NEW TECHNOLOGY



PROGRAM OBJECTIVE

This course will prepare students to perform basic office and clerical task required by entry level positions in a hospital or medical office settings.

Students will gain knowledge about medical ethics and become familiar with healthcare related communications and interpersonal skills, medical terms, general office procedures, filling out of medical insurance coding and computerized medical billing

CAREERS OPPORTUNITIES

Medical Admin Assistant, Medical Office Assistant, Medical Receptionist, Medical Office Manager, Medical Customer Service Support and Medical Biller.

COURSE NAME

Computer Literacy for Health Care Professionals

Detailed Students will learn to work with personal computers and using Microsoft Windows to manage information and run programs. The course then progresses to an introduction to Internet, Internet basics using Word, Excel and practical exercises. Acquire skills in typing and key boarding software in preparation for entry level positions in a medical office setting.

Introduction to Allied Health Care

Students will learn about ethics and responsibilities required in the allied health care field. The program emphasizes professionalism, patient and client relations,

adherence to the ethical and legal requirements of a medical practice and proper communication skills. Identify the importance of accreditation certification and continuing education as they pertain to the professional medical assistance and state the importance of understanding the scope of practice for the medical assistant.

Medical Terminology/Anatomy & Physiology

This course will teach the students how to utilize medical terminology in written and spoken communication by developing the ability to recognize the language used in the medical field. Define medical terminology & gain skills in identifying the basic components of medical terminology such as word root, combining form, prefixes, suffixes the proper rules in using the terms. Students will be able to identify parts of the human body, and describe the structures & basic function of each body system.

Medical Office Administration & Procedures

This class prepares the student to perform the administrative or "front office" duties in the medical facility student receives hands on experience on proper telephone handling techniques, answering and communicating effectively over the phone. Prepare and maintain appointment scheduling, medical records and compose medical correspondence. Handle problem appointments and emergency situations, prepare, organize, update and file medical records.

Medical Insurance & Billing, Coding, & Bookkeeping

Students will learn the basic concepts and procedures to perform the tasks involved in health insurance as well as insurance claim forms. Gain knowledge on insurance rules, billing practice, and other administrative procedures in the office.

This course covers the basics of coding, exploration of ICD 9 and CPT manuals, will teach students how to assign a code to each diagnosis and procedure and determine how to handle financial matters and reports.

Computerized Office Management

The course will teach students how to use software programs in scheduling patients appointment, prepare and process medical insurance claims. They will demonstrate an understanding of current medical billing software used in the insurance industry and be able to code and prepare insurance claims and analyze benefits.

Job Search Workshop

This course covers communications skills, effective resume writing, and job hunting technique. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques.