Intro to Allied Health Office Technology Program
(formerly Medical Office Occupations)
Buffalo Public Schools Adult Education

Orientation for this class
Call (716) 855-0654 in August for Orientation Dates

Next Class
September, 2016
(12-14 week course)

Class Days & Times
Day: Mon. - Thur. noon - 3:30 pm
or Evening: Tue. - Thur. 5-8:30 pm

How does a student enroll? Interested students must attend an orientation session which includes an admission interview and TABE test. The TABE is a placement test. (The name stands for Test of Adult Basic Education.) It’s used by trade schools, technical schools and some colleges to give them a good idea of what level of academic challenge you’re ready to face. The test covers the basics of reading, English and math. Your test scores and results of a personal interview will determine if you are eligible for this course. There is no fee or appointment necessary for the orientation. Please bring picture ID, New York State benefit card (if you have one), high school diploma or equivalent. Orientation dates are available at the New Hope reception desk. For more information, call Buffalo Adult Learning Center (ALC) (716) 888-7088 ext. 111 or enroll online at www.UpSkill.org.

Requirements: Basic computer competency and typing skills are required, Math must be at an 8th grade level. Reading at a 9th grade level.

Course Fee: Tuition: $795 + Textbook: $25 + Various Office Supplies: $25-$50. Students may be eligible for financial assistance regardless if past student loan history. All eligible candidates will be assisted with tuition.

What is taught in this class? Intro to Allied Health Office Technology Program will help you to develop a strong set of administrative and computer skills that are in high demand in the medical field. The class will cover: Medical Terminology, Advanced MD and Medent software, Medical Law and Ethics/HIPPA, Oral/Written Communications, CPT/ICD-10 Coding, Medical Billing/Insurances, Reception and Scheduling.

What Do Medical Office Assistants Do? Graduates of the program have found job opportunities as patient advocates, insurance claim and billing clerks, front desk receptionists, medical secretaries and more!

Who teaches the class? Buffalo Public Schools Adult Education

Job Outlook? Employment of medical records and health information technicians is expected to increase by 21 percent from 2010 to 2020, and certified medical billers should expect similar job growth. Demand for certified medical billers in the healthcare industry continues to grow due to an aging U.S. population that requires more frequent medical tests, procedures and treatment.

Salary? Medical Office Assistants can earn between $23,463 and $32,170 depending on their area of expertise (receptionist and data entry positions earn less than position in medical billing and coding).

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