

Please share this with colleagues, friends, and family who may be interested in taking this course.

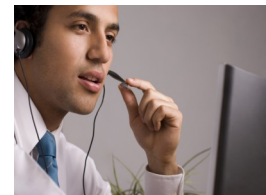
Medical Office Professional – A Basic Overview Course

Are you considering a career in the healthcare field or are you a medical office professional interested in furthering your career? If so, then this overview course is a great place to start. In this course you will learn basic medical terminology and medical office administrative procedures. The topics covered include managing communications, scheduling appointments, managing medical records, handling accounting responsibilities, billing and collecting payments, processing insurance claims, and supervising the front office. The types of work environments available to a medical office professional, the legal and ethical issues of the healthcare field, and basic communication skills will also be addressed in this introductory course. *Upon completion, participants will be able to present themselves confidently when applying for an entry level position in a medical office. Additionally, this course will provide a basis to continue on with credit classes to obtain a certificate or degree if desired.*



Program Information:

Date: Tuesdays, Feb. 2—Mar. 23, 2010
Time: 6-9 p.m.
Location: JCC Jamestown Campus
 Carnahan Center room 120
Cost: \$149
Instructor: Kathy Ames
Course #: F4637



Instructor Profile: Kathy Ames is a New York state licensed, ASCP Certified Medical Technologist (BSMT-ASCP) with over 25 years of experience in the healthcare field. She has been employed in clinical laboratories, biomedical industry facilities, and community colleges. Kathy has had the privilege of working as a Medical Technologist, Laboratory Manager, Quality Assurance Analyst, and a college instructor.

Registration Form

Class begins soon so register today!

*Course Title _____ *CRN: _____
 *Name: _____
 *SS#: _____ OR *DOB: _____
 *Home Address: _____
 *City: _____ *State: _____ *Zip: _____
 *Daytime Phone: _____ Email: _____
 *Payment Method:
 Check Enclosed (Payable to JCC) **Credit Card (In person or over the phone ONLY)

Registration:

Mail or Visit:
 JCC's Center for Continuing Education
 Carnahan Center
 525 Falconer Street, PO Box 20
 Jamestown, NY 14702-0020
Phone: 716/338-1005

Payment MUST Accompany ALL Registrations.

*Registration cannot be processed without this information.

** For personal security purposes, JCC has adopted a policy that we will no longer accept credit card payments via fax or mail. You are welcome to call (716) 338-1005 or stop in person to the Carnahan Center if you are paying by credit card. Thank you for your understanding.

JCC reserves the right to cancel or postpone any course or activity due to insufficient enrollment. Your registration could make the difference!

TO CANCEL: You may cancel your registration three (3) days prior to each program and receive a full refund. No-shows are subject to the full registration fee. Substitutions accepted any time.

www.sunyjcc.edu/continuinged

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