

# Health & Wellness

## Career Information Session



**Spotlight on:**

**Medical Office  
Administration  
Programs**

# Office Technology | Medical Office Administration



## Degrees and Certificates, Continued

### Degrees and Certificates

**Associate in Science Degree - Medical Administrative Assistant**

**Associate in Science Degree - Medical Coding and Billing Specialist**



# Degrees and Certificates

## Degrees and Certificates

**Certificate of Achievement – Medical Administrative Assistant**

**Certificate of Achievement - Medical Coding and Billing Specialist**

**Certificate of Achievement - Medical Office Clerk**

**Department Certificate – Medical Billing/Coding**

**Department Certificate – Medical Records Clerk/Receptionist**

**Department Certificate – Medical Transcriptionist**

**Department Certificate – Electronic Medical Records Clerk**

**Department Certificate – Hospital Inpatient Coder**



## Academic Planning

For information on the program, assistance creating your educational plan, or exploring transfer preparation visit the SMC Counseling Center at:

<http://www.smc.edu/StudentServices/Counseling/Pages/Contact-Hours.aspx>

Once on the web page, you can make an appointment or see a counselor on a drop-in basis by clicking on:

- the General Counseling & Transfer Services link or;
- the link to any special programs that you are a member of



## Potential Career Options

Job Title	Typical Education	Median Wage
Medical Records and Health Information Technicians	High School Diploma or More	\$47,470
Medical Secretaries	Some College	\$42,500
Medical Transcriptionists	Post Secondary Certificate	\$35,740
Receptionists and Information Clerks	High School Diploma	\$33,060

\*Salary data (for California) taken from Onetonline.org 7/2020



## Campus Resources

### ■ Office Technology Department:

<http://www.smc.edu/AcademicPrograms/CSIS/Pages/Office-Technology.aspx>

### ■ Career Services:

- ▷ **Website:** <http://smc.edu/CareerCenter>
- ▷ **Email:** [careerservices@smc.edu](mailto:careerservices@smc.edu)
- ▷ **Phone:** 310-434-4337



# Don't forget to explore the additional videos about Programs and Careers Health and Wellness:

- Athletic Coaching
- Kinesiology/Physical Education
- Rehabilitation Aide- Noncredit
- Gerontology- Noncredit
- Nutrition and Dietetics
- Respiratory Therapy
- Nursing