

MEDICAL ASSISTING: COMBINED ADMINISTRATIVE/ CLINICAL - CERTIFICATE OF ACHIEVEMENT

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An Administrative/Clinical Medical Assistant assists the physician in caring for the patient in the medical office.

MEDICAL ASSISTING: ADMINISTRATIVE OPTION - CERTIFICATE OF ACHIEVEMENT

Plan Code: 3606

An Administrative Medical Assistant assists the physician in caring for the patient in the medical office or clinic. The range of Administrative duties include answering phones, scheduling in and out of office appointments, verifying insurance, greeting patients, insurance bil6

EMT (California) (1st Edition) (2011)

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An Emergency Medical Technician (EMT) is a specially trained and certified professional who renders immediate medical care in basic life support practices. California law requires all ambulance attendants to be trained and certified to the EMT level and many fire agencies require firefighters to be EMT certified.

- Demonstrate ability to perform an appropriate ^o _a ^{ona}

MEDICAL INSURANCE BILLING - CERTIFICATE OF ACCOMPLISHMENT

Plan Code: 4044

A Medical Insurance Biller is trained in medical insurance claim forms, healthcare delivery systems, diagnosis and procedure coding, billing and claims processing. These skills can help qualify you to work in physicians' offices or clinics, medical insurance companies, government

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PHILOSOPHY CERTIFICATE

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Program Requirements

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