Medical Assistant & Medical Coding & Billing

The Medical Assistant and Medical Coding & Billing programs at Southeastern Community College are diploma programs that prepare students for certification.

Medical Assistants perform administrative and clinical duties under the direction of a physician.

Tasks

- Schedule appointments
- Interview patients and record medical history, vital signs and test results
- Prepare patients for examinations
- Prepare and administer medications, draw blood and perform routine lab tests
- Assists and prepares for minor office surgeries.

Medical Coders are responsible for coding and billing of insurance claims for medical services provided.

Tasks

- Review and assign the correct procedure and diagnostic codes
- Resolve or clarify codes or diagnosis with conflicting, missing or unclear information
- Post medical insurance billings

Medical Scribe

The Medical Scribe certification program at SCC can be taken on its own or combined with Medical Assistant or Medical Coding and Billing.

Tasks

- Document medical visits and procedures as they are being performed by the provider
- Ensure all clinical data, lab, and other test results are recorded in the medical record

These programs include overlapping courses that may apply to multiple credentials.

Program	Duration	Credentials	Career	Hourly Salary
MEDICAL ASSISTANT Diploma	3 SEMESTERS Fall Spring Summer	Medical Assistant Certification	Physician Office Blood Bank / Lab Health Related Agency	between \$11.00 - \$20.00
OR				
MEDICAL CODING & BILLING Diploma	3 SEMESTERS Fall Spring Summer	Medical Coding & Billing Certification	Physician Office Hospital Clinic	between \$13.00 - \$25.00
Optional MEDICAL SCRIBE Certificate	16 CREDITS	Medical Scibe Certification	Physician Office Hospital / ER Clinic	between \$11.00 - \$15.00

Salary figures show the average range of new workers to highly experienced workers.

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