# 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
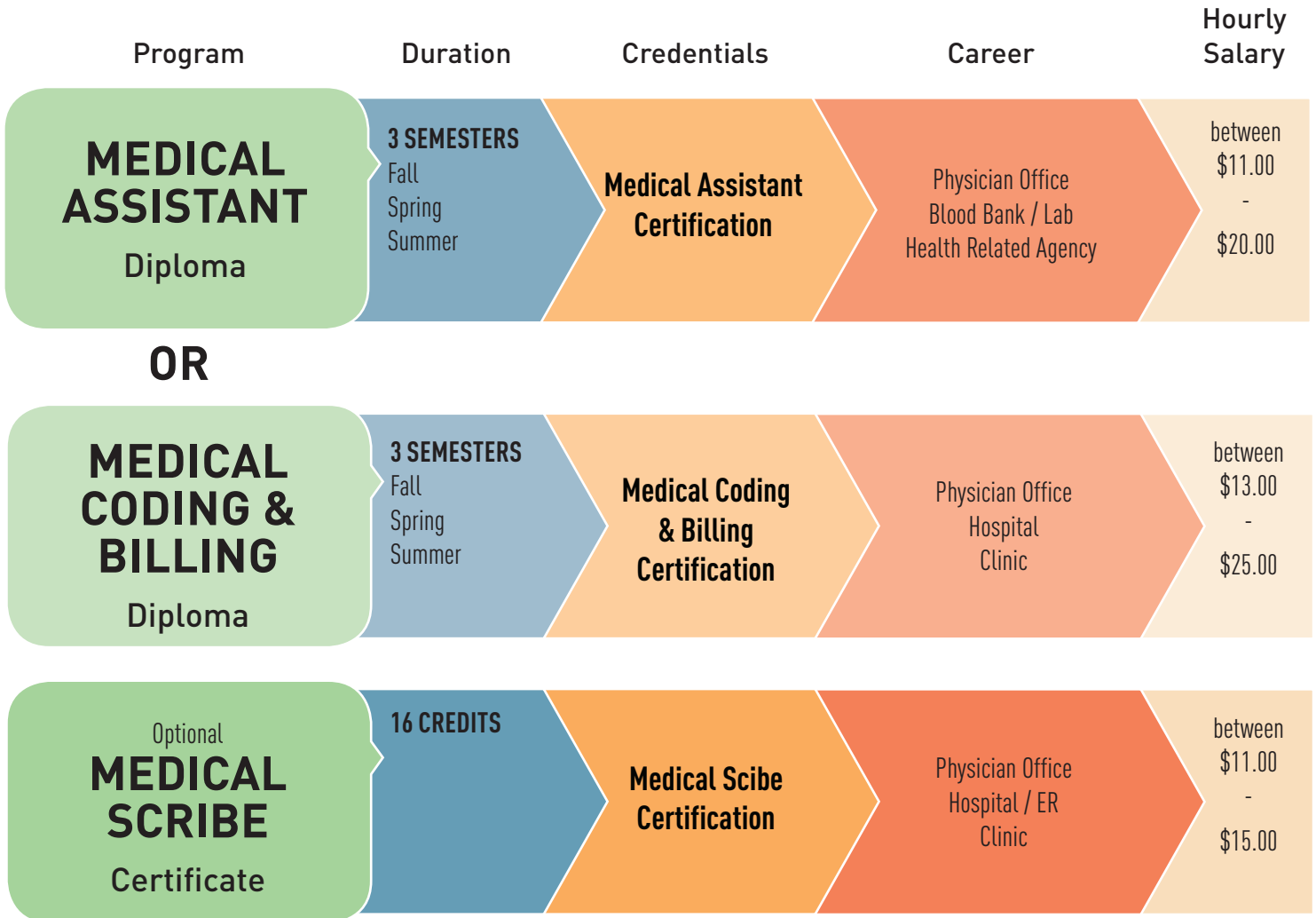- Post medical insurance billings

# 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**

| Program | Duration | Credentials | Career | Hourly Salary |
|---|---|---|---|---|
| **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.