

The Henrico County Advanced Career Education (ACE) Centers offer training opportunities in the following areas for the 2016-2017 school year:

ADVANCED CAREER EDUCATION (ACE) CENTER at HERMITAGE
804-756-3020

- | | |
|--|--------------------------------|
| Air Cond., Refrigeration & Plumbing | Graphic Communications |
| Automotive Technology | Greenhouse Management |
| Barbering | Landscaping |
| CAD - Computer-Aided Drafting & 3D Animation | Legal Systems Administration |
| Cosmetology | Medical Systems Administration |
| Criminal Justice | Nurse Aide |
| Culinary Arts | Practical Nursing I |
| Diesel Technologies | Precision Machining Technology |
| Electricity & Cabling | Sports Medicine |
| Emergency Medical Technician | Veterinary Assistant |
| | Web Development/Programming |

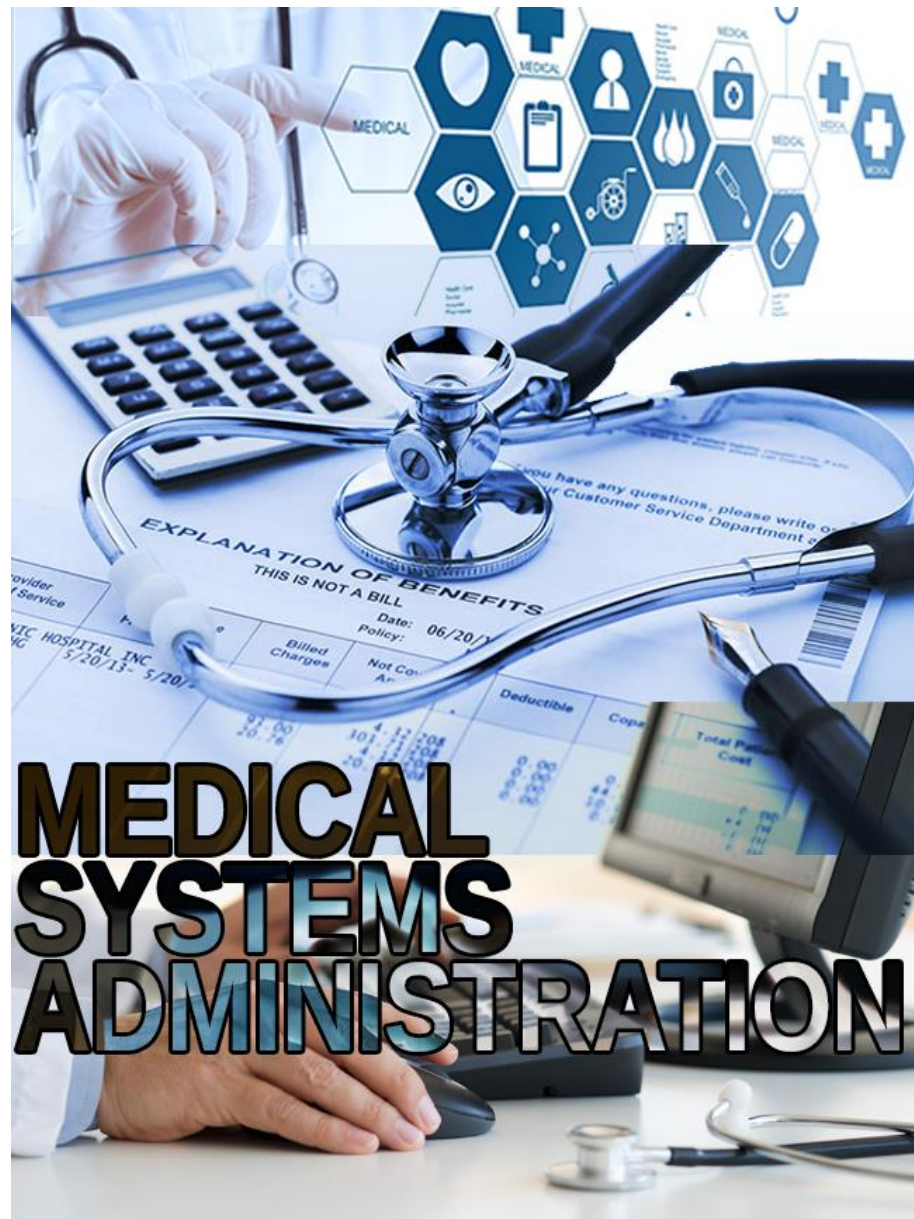
ADVANCED CAREER EDUCATION (ACE) CENTER AT HIGHLAND SPRINGS
804- 328-4075

- | | |
|--------------------------------------|---------------------------------|
| Auto Body Repair | Electricity & Cabling |
| Automotive Technology | High Tech Academy |
| Carpentry | Tourism Marketing and Sales |
| Computer Systems Technology | Masonry |
| Cosmetology | Nurse Aide |
| Criminal Justice | Pharmacy Technician |
| Early Childhood Education & Services | Practical Nursing I |
| | Radio Broadcasting & Journalism |

Henrico County Public Schools does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of programs, services, or activities. Reasonable accommodation will be provided upon request for individuals with disabilities.

For additional information, please contact a counselor in your school or write or call:

Career and Technical Education Department
Henrico County Public Schools
3751-C Nine Mile Road, Henrico, VA 23223-0420
(804) 781-1810
HENRICOCTE.COM



MEDICAL SYSTEMS ADMINISTRATION **Course No. 6730**
Elective **36 weeks - 3 credits - 3 periods**
Prerequisite: Recommendation of Counselor

Course Description

Medical Systems Administration is a one-year course designed for business students who want to be highly-trained medical office workers or want to specialize in other fields in a medical environment.

- Students develop employability skills that prepare them for employment in doctors' offices, nursing home offices, medical clinics, insurance firms, and hospital records departments.
- During the second semester, advanced students may spend time in a medical office with the approval of the teacher in either shadowing (for experience) or co-op (with pay).
- Students may receive a dual-enrollment college credit.

Major Units of Study

- Medical terminology
- Word processing software
- Medical transcription
- Office duties
- Medical recordkeeping
- Insurance forms and reporting
- Medical correspondence
- Job seeking and employability skills
- Medical office simulation practices
- Practical work experience (CO-OP; shadowing)
- Medical office related field trips
- Youth organization activities (Future Business Leaders of America - FBLA)
- Medical office ethics



Prior courses in business/keyboarding and computers are recommended, since Medical Systems Administration is predominantly a computer-based course.

Employment Outlook and Salaries

There is a great demand for medical office workers who have had this specialized training. Graduates who complete the program are prepared for entry-level medical office positions. They are also prepared to pursue careers in other medical related fields. Salaries are above average for office personnel and vary with position and experience.

This is an excellent class to prepare students for college/post-secondary courses in medical professions, including medical assistants, nurses, doctors, and other medical specialists. A willingness to take further training to keep up-to-date and to refine skills is desirable for advancement. There is a large demand for medical office personnel in the Richmond area.



- This class is offered at Hermitage Technical Center.
- Students may participate in technical internships in the community, if available and selected.
- Completers may receive NOCTI industry certification.

