

CENTER FOR CAREER AND TECHNOLOGY EDUCATION

MISSION STATEMENT

In collaboration with business industry and post-secondary schools, we will promote advanced skills for competitive wages in high-demand careers. Students will be given opportunities to participate in leadership and community activities to meet the challenges of the competitive world.

BELIEF STATEMENT

All students will be better prepared for post-secondary education and a competitive, professional career.



The El Paso ISD does not discriminate in its educational programs or employment practices on the basis of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Inquiries concerning the application of Title VI, IX, and 504 may be referred to the district compliance officer, Vince Sheffield, at 779-4074; 504 inquires regarding students may be referred to Cecilia Whiteman at 775-2109.

If you have an interest in working as a Medical Office Assistant, Business Management Practicum: Medical Administration is for you.

This is an excellent opportunity for those students interested in the health profession to problem solve using real world scenarios. The experience students receive will be from interactive labs and activities designed to better prepare students to enter the workforce immediately.



CENTER FOR CAREER & TECHNOLOGY EDUCATION

[BUSINESS MANAGEMENT PRACTICUM:](#)

[MEDICAL ADMINISTRATION](#)

[\(TD2102\)](#)

[1170 Walnut](#)

[El Paso, TX 79930](#)

Ccte.episd.org

Instructor: Rosario Vickers

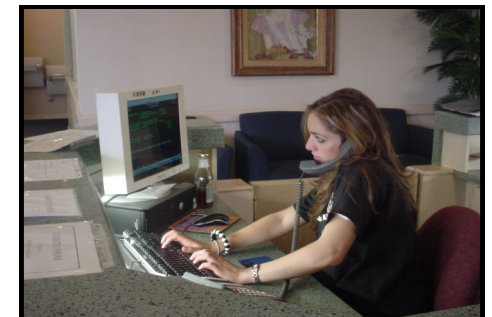
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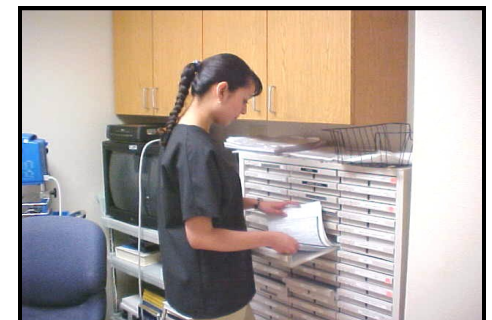
E-mail: rxvicker@episd.org

CENTER FOR CAREER & TECHNOLOGY

BUSINESS MANAGEMENT PRACTICUM: MEDICAL ADMINISTRATION



Learn how to do Medical Billing and Coding



TEL: 915-545-5900
CCTE.EPISD.ORG

BUSINESS MANAGEMENT PRACTICUM: MEDICAL ADMINISTRATION TD2102

The Business Management Practicum: Medical Administration course is a one-year program for juniors and seniors, at the Center for Career and Technology Education (CCTE) in El Paso, TX.



Entry level medical office skills provided



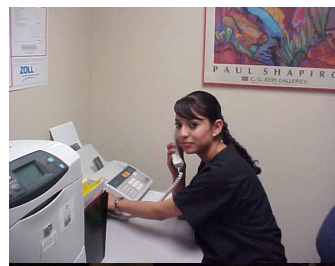
Assist Patients and Obtain Medical Information



Medical Billing and Coding

Students develop skills to take into the workforce:

- Medical Billing and Coding knowledge
- Medical Terminology
- Ethics
- Accountability
- Professionalism
- Records Management
- Medical Insurance Processing
- Medical Transcription Skills
- Build a Portfolio-background for Medical Administration. Be ready for employment.

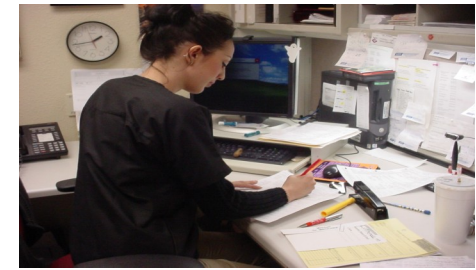


Technical Skills

Students are eligible to sit for the **Microsoft Application Specialist certification exam known as the MCAS**. This will allow you to establish industry recognition of your technical proficiency and expertise.

The **Medical Administration Class** designed to equip students with the knowledge, technical skills, and work habits for an entry level position in the medical insurance billing and coding field.

Certification: All students have the opportunity to obtain a Certificate of completion for Medical Terminology and Certificate of Completion for Business Management Practicum: Medical Administration.



Leadership and employment skills, as well as preparation for post-secondary education, are strongly emphasized. Students are prepared for employment in Medical Administration during the spring semester and they create individual portfolios for employment, and scholarships.



Business Professionals Of America

- Allows students opportunity to compete in Business Related competitions
- Allows students to meet students from other Area Schools
- Allows Students to compete with students across the state of Texas

