

# MEDICAL SECRETARY



This course is geared toward participants who want to work as a medical secretary. Topics include: computer skills for employment; medical terminology; introduction to HIPAA; legal, ethical, and professional skills and conduct; motivational interviewing and communication; health literacy; cultural competency; documentation skills; behavioral health; and First Aid/CPR and AED. Upon successful completion of the program, participants will receive a Medical Secretary certificate, Mental Health First Aid certificate, and CPR/First Aid and AED certification.



## WHY IS THIS PROGRAM FOR YOU?

- You will receive training to prepare for performing office duties, recordkeeping functions, receptionist duties, administrative and follow-up functions to assist in the operation of a medical office.



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## WHAT WILL YOU LEARN?

The Medical Secretary Program will prepare you to:

- Perform secretarial duties using specific knowledge of medical terminology.
- Operate office equipment and use word processing, spreadsheet, and other software applications to enter data and prepare reports.
- Understand HIPAA regulations as well as legal, ethical, and professional conduct.
- Learn skills to greet visitors, ascertain the purpose of visit, obtain personal and health information, and direct visitors to the appropriate staff.
- Develop the skills needed to organize tasks and duties in a fast-paced environment, enhance interpersonal communication, problem solving abilities, become more dependable, and function as a team member.
- Administer CPR/First Aid, use an AED, and become certified in Adult Mental Health First Aid.

## WHAT ELSE DO YOU NEED TO KNOW?

- NCC's Medical Secretary Program is offered at the Monroe Campus.
- If you are a resident of Carbon, Monroe, Pike, or Wayne County, you may qualify for FREE training.

## READY TO FIND OUT MORE?

To find out more about the program, or to register for an information session, please call 570-369-1947 or email [Alicia Martin at amartin@northampton.edu](mailto:amartin@northampton.edu).