



CENTRAL COUNTY OCCUPATIONAL CENTER

760 Hillisdale Avenue, San Jose 95136 - 408/723-6400

MEDICAL OFFICE CAREERS Madeleine Dasalla-DiSanto, Instructor

TRAINING STUDENTS FOR ENTRY-LEVEL POSITIONS SUCH AS:

- Medical Office Receptionist
- Medical Clerk
- Admitting/Outpatient Registration Clerk
- Medical Department Secretary
- Front Office Medical Assistant

BENEFITS OF THIS CLASS:

- 30 high school credits earned per year
- Equivalency credits in English, math, or science may be available
- Hands-on training in medical office job skills
- Improved communication and employability skills
- Keyboarding and computer skills
- Transferable skills to many entry-level office positions

IN THIS CLASS, STUDENTS LEARN:

- Medical terminology
- Medical abbreviations
- Medical billings
- Medical transcription
- Medical office procedures
- Word processing and computer literacy
- Business math using electronic calculators
- Business vocabulary
- Team building skills
- Communication skills
- Medical filing
- Employability skills

UPON SUCCESSFUL COMPLETION OF CLASS, STUDENTS RECEIVE:

- Certificate of completion containing a list of competencies learned and level of mastery (useful for you and to show employers)
- Computer Literacy credit
- Reference for employment
- Job placement assistance
- Job portfolio



JOB MARKET INFORMATION:

Health Services is the 4th largest industry in Santa Clara County employing over 57,000 employees. The health care field in general is projected to have many job openings in the next decade. Health care jobs range from entry level to highly skilled positions, and in varied settings, such as doctors' offices, clinics, and hospitals. Salaries range from \$10 to \$30 an hour, depending upon abilities, skills, and experience. Additional training will enhance opportunities for advancement to supervisory, administrative and managerial positions at increasing levels of pay.



ABOUT THE INSTRUCTOR:

Madeleine Dasalla-DiSanto began her career fourteen years ago as a medical records coordinator in a convalescent home. After two years, she became an admission coordinator for an Alzheimer's and Dementia Care Facility. For eight years, she worked for Kaiser Permanente as a Medical Staffing Specialist/Support Staff in the regional perinatal center and the department of medicine, where she closely collaborated with physicians, registered nurses, medical office staff and the departments of Perinatal, Elderly Care and Chronic Conditions Management (diabetes, asthma, chronic pain, heart failure, cholesterol, and multi-fit).

Dr. Dasalla-DiSanto's academic background includes an AA degree in Biological Science, and an AA degree in General Education. She obtained her Bachelor's Degree in Biological Science, and a Master's Degree in Health Science with emphasis in Health Education. Her final academic pursuit was a Doctorate Degree in Neuro-clinical Psychology, and she currently works with patients at Santa Clara Valley Mental Health. Dr. Dasalla-DiSanto's interest in the health field started in high school while taking this medical class here at CCOC.

School-to-Career Pathway

