

## MEDICAL ASSISTANT

**C A** \$30,000

Medical assistants complete administrative and clinical tasks (ie. History and vitals, collecting urine samples, and chief complaint) in the offices of physicians, hospitals, and



## MEDICAL INTERPRETER

**C A** \$41,000

Hospital interpreters use their skills in English and a foreign language to provide invaluable services to patients and medical practitioners alike.



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- C** Certificate: 0-1 yr
- A** Associates: 2 yrs
- B** Bachelors: 4 yrs
- M** Masters: 6 yrs
- D** Doctorate: 8 yrs



## HEALTHCARE ADMINISTRATION CLUSTER



North Central KY Area Health Education Center  
500 Technology Way  
Florence, Kentucky 41042

Designed and created by North Central KY AHEC



## MEDICAL SECRETARY

A

\$34,000

Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures.



## HEALTH ADMINISTRATOR

B M

\$75,000

Health administrators are leaders. They head up hospitals, physician group practices, nursing homes and home health agencies.

## HEALTH INFORMATION TECHNOLOGY

C A B M

\$49,000



Practice of acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care. It is a combination of business, science, and information technology.

### Registered Health Information Administrator (RHIA)

Expert in managing patient health information and medical records, administering computer information systems, collecting and analyzing patient data, and using classification systems and medical terminologies.

### Registered Health Information Technologist (RHIT)

Verifying the completeness, accuracy, and proper entry into computer systems. They may also use computer applications to assemble and analyze patient data to improve patient care or control costs.

## Coding/Billing

### Certified Coding Associate (CCA)

Distinguishes coders by exhibiting commitment and demonstrating coding competencies across all settings, including both hospitals and physician practices.

### Certified Coding Specialist (CCS)

Are mastery-level professionals skilled in classifying medical data from patient records, generally in the hospital setting.

### Certified Coding Specialist-Physician-Based (CCS-P)

Mastery-level coding practitioner with expertise in physician-based settings such as physician offices and group practices.

## Specialty Certificates

### Certified Health Data Analyst (CHDA)

Demonstrate expertise in health data analysis and the knowledge to acquire, manage, analyze, interpret, and transform data into accurate, consistent, and timely information, while balancing the "big picture" strategic vision with day-to-day details.

### Certified Healthcare Privacy and Security (CHPS)

CHPS denotes competence in designing, implementing, and administering comprehensive privacy and security protection programs in all types of healthcare organizations.

### Certified Documentation Improvement Practitioner (CDIP)

Focused on document improvement to ensure that the correct information is being captured on medical forms and through the electronic medical record to help with data analysis and research projects.

