

Discover

BUSINESS AND MEDICAL ADMINISTRATIVE SERVICES

Program Overview

The Butler Tech Business and Medical Administrative Services program is designed much like a college business administration program. Students take approximately one course per year, beginning with business foundations and have the opportunity to focus on a medical office specialty. Students will obtain knowledge and skills in fundamental business activities. Students will acquire knowledge of business processes, economics and business relationships. Employability skills, leadership, communications, and personal financial literacy will be addressed.

Student Organization

Students in Butler Tech business and administrative services courses at Fairfield High School participate in Business Professionals of America (BPA). BPA is a career tech student organization that prepares emerging leaders and entrepreneurs for careers in finance, business and management. Throughout the year, students compete in a variety of competitions to enhance their knowledge, skills and leadership development. BPA is an international organization allowing Fairfield High School students to compete with young leaders across the country.

Business Fundamentals and Administrative Services

This is the first course for the Business and Administrative Services, Finance and Marketing career fields. It introduces students to the American business system and basic principles of the free market system including introduction of business concepts, entrepreneurship, management, marketing, economics, accounting and specializations within the three career fields. Students will acquire knowledge of business processes, economics and business relationships. Students will use technology to synthesize and share business information. Employability skills, leadership and communications, and personal financial literacy will be addressed. This course includes dual enrollment in a college business course.

bt Butler
Tech

in Fairfield City
Schools

Coursework

- Business Fundamentals and Administrative Services
- Entrepreneurship
- Medical Office Management
- Medical Terminology

Certifications

- CPR
- RISE Up



Medical Terminology

This course focuses on the development and use of a working medical vocabulary. Topics include medical terminology development, business relationships, compliance, and business practices. Students will use medical terminology for transcription, coding, and related medical management processes. Students will also focus on operation of a medical office and office-related skills. Students will participate in Business Professionals of America (BPA), a national career-technical student organization. Activities will include opportunities to attend leadership conferences, participate in competitions, community service, and win scholarships.

Medical Office Management

Students will carry out procedures used to manage people and information in medical offices. Students will code medical procedures in accordance with applicable guidelines as well as use technology to convert patient information to electronic medical records. They will also manage the insurance billing and collection process, utilize a patient scheduling and registration system, and develop a compliance program. Medical office safety and security will be emphasized.

Entrepreneurship

This course builds students' skills in the knowledge of types of business ownership, legal issues, business finance/start-up costs, business trends, site selection, marketing, pricing strategies and the development of a business plan on the students' product/service of choice.



Discover **Business**
through **Butler Tech** and
pursue a career that's
right for you.

Butler Tech connects high school students to career technical education in more ways than ever. Complete your traditional academic courses in your school and enhance your educational experience with career-focused labs and on-the-job training. Each moment in a Butler Tech career technical course is a step toward building your future.



See your guidance counselor
for registration information.

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