



**OKLAHOMA**  
**CareerTech**

## Badge Details

<b>Name</b>	8504 - Medical Office Skills
<b>Description</b>	The Medical Office Skills test measures a candidate's knowledge of the office skills required to work in medical offices. This test is designed for office personnel.
<b>Criteria</b>	<p><b><i>Candidates receiving this certification will take an exam with the following criteria:</i></b></p> <p>The exam is composed of 30 questions.</p> <ul style="list-style-type: none"><li>• General Knowledge</li><li>• Operations</li><li>• Facility Maintenance/Safety</li><li>• Patient Charts/Medical Records</li><li>• Collections</li><li>• Billing</li><li>• Insurance Coverage</li><li>• Biomedical Waste</li><li>• Medical Terminology</li><li>• Employee Relations</li><li>• Ethics</li></ul>