**Frequently Asked Questions**

*Where is the Capital District EOC?*
The EOC has two convenient locations:

**Troy**
431 River Street

**Albany**
30 North Russell Road
Next to Westgate Plaza off Central Avenue

*How much does the EOC cost to attend?*
The EOC is tuition-free to qualified applicants. Eligibility requirements are established by the State University of New York University Center for Academic and Workforce Development.

*When can I register?*

**Troy**
Every Tuesday at 8:15 a.m. Plan to stay until noon.

**Albany**
Every Friday at 8:15 a.m. Plan to stay until noon.

Or visit [www.hvcc.edu/eoc](http://www.hvcc.edu/eoc) and click **Apply Now** to complete the application online.

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**State University of New York**
A division of Hudson Valley Community College
(518) 273-1900
[www.hvcc.edu/eoc](http://www.hvcc.edu/eoc)

Hudson Valley Community College does not discriminate on the basis of age, gender, race or ethnicity, national origin, religion, disabling condition, marital status or sexual orientation.

11/2013
Medical Office Administration

Students will learn the skills needed to be successful working in a medical office: the basics of medical filing, medical terminology, insurance coding and billing and electronic Medisoft Medical Records Management.

Program Schedule
Medical Office Administration is a 12 week program, which is offered once in the fall and once in the spring.

For specific starting dates call 273-1900 for details.

Location
Medical Office Administration classes are held at the EOC’s Albany facility:

30 N. Russell Road Albany, NY 12206 (next to Westgate Plaza)

Get Certified!
Certification demonstrates your commitment to a chosen profession and can lead to better job opportunities, career advancement and job security.

Certifications available to Medical Office Administration students include:
• Electronic Health Records Specialist (CEHRS)
• Billing and Coding Specialist (CDBS)
• Medical Administrative Assistant (CMAA)
• Health Insurance Portability & Accountability Act (HIPAA)
• National Work Readiness Credential (WRC)
• Microsoft Office (MOS) Certifications

How To Enroll
Attend the EOC Admissions process at 8:15 a.m. every Friday at the Albany facility or every Tuesday at the Troy facility.

Or visit www.hvcc.edu/eoc and click Apply Now to complete the application online.

Program Requirements
To enter the program you will need a High School Diploma or GED.

No GED? Contact the EOC to learn more about how to obtain one. Call (518) 273-1900 for details.

You will also need the Microsoft Office Digital Literacy Certificate and be able to type 20 words per minute.

Don’t have these qualifications? The EOC’s ATTAIN Labs can help you with both skills. Call (518) 273-1900

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