

Self Reflection Paper

My major is medical office assistant. I am 33 years old and I am happily married with two beautiful children. The most valuable lesson I have learned in this journey is that I wish I would have decided to achieve this goal earlier in life. I think that it would have been easier without all the extra responsibilities, but when you are younger you sometimes don't understand the importance of your education. My goal with this degree is better myself, and my family. I know the health industry will be growing and seems like the job opportunities will be there in this field.

I decided to take this course mainly online because of my family and also because I am currently working part time with the Department of Rehabilitation. It seemed like it would be easier to be able to work on my own time than to have a set schedule that I had to go by. Sometimes this concept was correct and sometimes I think having face to face correspondence would have made some of the lessons more understanding. I am currently on the last semester of my major, besides of the interning part. I am looking forward to finally being able to use the skills that I have learned on this path.

On this journey I have took many fulfilling and very helpful courses. Some of these courses consist of:

- Intermediate Keyboarding
- Advanced Keyboarding
- Word Processing

With these courses I have improved my typing and Word skills. I have learned this is a very important skill to maintain in the field I would like to pursue.

Other courses that I have took that helped improved my filing and organization skills, ethic skills, writing skills and communication skills are as follows:

- Employment Methods
- Records Management
- Technical Writing
- Fundamentals of Effective Speaking
- Communications

I feel the most important courses that I took on my journey, I have not listed yet. These courses really helped me with medical terminology, the basics to the job of medical transcriptionist, and medical coder. Learning how to fill out medical records, insurance documents, and the importance of the accuracy. Knowing the anatomy of the body and the correct medical terms and codes to use for coding and transcribing. I feel that these classes were the core to my major.

- Introduction to Medical Terminology
- General Psychology
- Medical Office Procedures

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