

MEDICAL OFFICE MANAGER



HEALTHCARE TRAINING FOR JOB MARKET FLEXIBILITY

Healthcare is one of the fastest growing industries in the United States, and with this training you can develop all of the skills you need to succeed in a healthcare office—whether you're managing the administration or handling the billing. The Medical Office Manager program helps you graduate prepared for numerous industry certifications and over 200,000 new jobs* expected in this field over the next few years. Take the first step toward your new career today!

WHAT ROLE DO MEDICAL OFFICE MANAGERS PLAY?

Medical office managers keep all of the administration and billing of the modern medical office running smoothly. Their specific responsibilities vary by position and may include:

- Creating and updating patients' electronic health records
- Scheduling appointments
- Verifying patient insurance
- Completing and submitting insurance claims
- Managing patient billing and collections
- Overseeing the day-to-day operations of medical facilities



HOW MUCH CAN I EARN AS A MEDICAL OFFICE MANAGER?

The U.S. Department of Labor reports that medical office managers who work or oversees as medical administrative assistants and medical billers earn average salaries ranging from about \$33,000 to \$37,000 a year.

- **Medical administrative assistants** earn between \$26,400 and \$38,160 a year on average
- **Medical billers** earn \$27,520 and \$45,260 a year on average

Pay rates vary depending on geographic location and experience, and you may also qualify for traditional employment benefits as a medical office manager.

WHAT IS THE JOB MARKET FOR MEDICAL OFFICE MANAGERS?

Medical office managers fill positions in both the medical administrative assistant and medical billing fields. The U.S. Department of Labor provides employment predictions for these two fields separately:

- The **medical administrative assistant field** is expected to generate over 189,000 new jobs by 2022
- The medical records and health information technicians field (which includes **medical billers**) is expected to generate over 41,000 new jobs by 2022

DO I NEED TO BE CERTIFIED?

Though certification may not always be a requirement for employment, earning credentials is one of the best ways to stand out from other applicants in the job market. Upon graduation, you'll be prepared to earn the following credentials:

- **Certified Medical Administrative Assistant (CMAA)**
- **Certified Electronic Health Records Specialist (CEHRS)**

Earning these credentials as soon as you graduate will help your resume stand out in the job market and give you access to more job opportunities. The Medical Office Managers training program is specifically designed to prepare you for these certifications and also includes 2 certification exam vouchers (a \$210 value), which you will receive upon graduation.

MEDICAL OFFICE MANAGER PROGRAM DETAILS

TRAINING DESIGNED TO IMPROVE YOUR LIFE

In a year or less, you can prepare for a successful healthcare career. Built on over 20 years of experience training high-quality healthcare professionals, the Medical Office Manager program helps you quickly develop the knowledge and skills you need to get a good job to better support your family and improve your financial stability.

PREPARE FOR A BETTER JOB

Our comprehensive curriculum was developed in collaboration with healthcare administration professionals and medical billers—all with years of professional experience. The curriculum is specifically designed to:

- Prepare you for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) certifications
- Provide hands-on training with government-certified electronic health records software, billing forms, and special considerations (like ICD-10 and X12 5010) to minimize on-the-job training
- Help you gain the necessary knowledge and skills to begin working immediately upon graduation

LEARN AT HOME

With online training, you can minimize the challenges of taking time out to return to school. The online training format offers distinct advantages, including the opportunity to:

- Study on a schedule that fits your life
- Progress at the pace that matches your learning style
- Enjoy the flexibility to adjust the time and effort you devote to your coursework each day

ACCOMPLISH YOUR GOALS WITH USEFUL EDUCATION

Our training is designed to help you accomplish your goal of getting a job. In addition to expert-designed curriculum and online flexibility, you'll also have one-on-one access to 3 instructor support teams—student support, technical support, and graduate support. This support is available to ensure you can complete your education and prepare for a better future. All support teams are committed to helping you:

- Graduate quickly
- Prepare for the CMAA and CEHRS exams
- Successfully move into the workforce

PROGRAM OVERVIEW AND HOURS

Module	Hours
Program Orientation	1
Working as an Electronic Health Records Office Professional	3
Computer Fundamentals	5
Keyboard Kinetics	10
Grammar and Punctuation	10
Beginning Microsoft Word 2010	18
Beginning Microsoft Excel 2010	20
Healthcare Structure and Organization	25
Medical Law and Ethics	5
Healthcare Documentation	7
Health Insurance Portability and Accountability Act	5
Exploring Healthcare Reimbursement	36
Medical Word Building	15
Basic Anatomy	15
Mastering Medical Language	23
Medical Office Procedures	20
Medical Records Management	55
Medical Office Management	12
Practice Finances	10
Medical Coding Basics	18
ICD-10 and X12 5010 Fundamentals	1
Final Exam Preparation	1
TOTAL	315