

Medical Office Manager

INDUSTRY FACTS



What do medical office managers do?

What does an office manager do in a medical office? A lot.

You'll be a crucial member

of the team and a critical part of keeping the medical office running smoothly, particularly in terms of administration and billing.

Medical office manager duties vary job to job, but a day in your new life will probably include the following tasks:

- Overseeing day-to-day operations
- Providing quality customer service
- Answering patients' billing questions
- Scheduling appointments
- Managing billing and collections
- Verifying patients' insurance
- Updating electronic health records
- Completing and submitting insurance claims
- Reviewing unpaid and denied claims

Where do they work?

Medical office managers are needed in almost every type of healthcare facility coast to coast. You'll be able to easily adapt your broad skills to jobs in hospitals, doctors' offices, skilled nursing facilities,



and home health agencies, among others. You'll also be job-ready for positions in both the medical administrative assistant and medical billing fields.

How much do they earn?

Annual salaries vary by employer, location, and experience. But according to the Bureau of Labor Statistics, the average medical office manager salary is between \$28,000 and \$51,000 a year. The middle 50% of medical office managers nationwide earn between \$46,200 to \$70,700 annually. The top 90% of medical office managers earn \$84,500 annually*.

*U.S. Department of Labor, Bureau of Labor Statistics

How's the job outlook?

Becoming a medical office manager is a great career choice and it's getting even better. Experts estimate 3.4% job growth in the field that includes medical office managers over the next 10 years.

"I'm currently taking the Medical Office Manager program at CareerStep and I've really enjoyed it. I tell everyone about this program—it's 100% worth looking into, no doubt about it."

ALICIA, CAREERSTEP LEARNER

APRIL, 2020

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PROGRAM DETAILS

Improve Your Life

When it comes to career training, you'll find a lot of posers out there. Con artists that'll try to impress you with fancy hyperbole. But through all the noise, the distinct sound of success can be heard. Your success. All it takes is a little push. A nudge in the right direction—and your whole life could change. New doors opened. New worlds discovered. New opportunities explored.

Prepare For A Better Job

In a year or less, you can prepare for a successful healthcare career. Built on over 25 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. Our comprehensive training was developed in collaboration with healthcare administration professionals and medical billers—all with years of professional experience.

Learn Your Way

With online training, you can absorb more knowledge and learn more skills—fast.

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

Receive Coaching and Guidance

When you train with CareerStep, we back you every step of the way—from sign-up through course completion.

- Learner support
- Technical support
- Career support

Get Certified

We'll prepare you to take nationally recognized exams so you can explore greater opportunities in your area. Your training includes three exam vouchers, a \$351 value. (So certification won't cost you any extra.)

- **Certified Billing and Coding Specialist (CBCS)**
- **Certified Medical Administrative Assistant (CMAA)**
- **Certified Electronic Health Records Specialist (CEHRS)**

Program Outline

Course

Program Overview

Computer Fundamentals

Microsoft Office 2019: Foundations Course

Introduction to Health Care

Medical Administrative Assistant

Patient Care Coordination and Education

Medical Billing

Electronic Medical Records

Communication and Customer Service in the Healthcare Office

Law, Liability and Ethics for Healthcare

HIPAA Workforce Training

Program Completion

TOTAL HOURS: 389