

Physical Therapy Office Professional

INDUSTRY FACTS



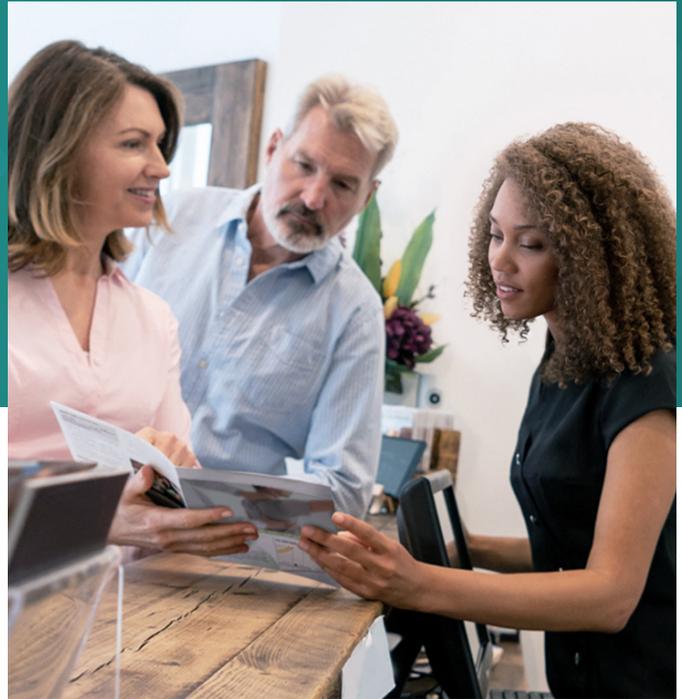
What do physical therapy office professionals do?

What are a physical therapy receptionist's duties? Physical therapy receptionists are like physical therapy aides with

extra office-management training—they help keep clinics and other medical offices running smoothly and can take on all sorts of administrative work.

This might include the following responsibilities:

- Greeting and checking in patients
- Scheduling appointments
- Setting up equipment for patient use during appointments
- Transporting patients
- Cleaning and organizing facilities
- Observing patients and documenting their responses and progress
- Assisting with selected procedures
- Maintaining electronic health records
- Processing payments and insurance claims



Where do they work?

Physical therapy aides and physical therapy receptionists regularly interact with patients, so professional skills, compassion, and good communication are super important. Dress codes will likely require either scrubs or comfortable business-casual clothing, and work hours vary based on the facility, which could be a clinic, doctor's office, hospital, nursing home, or home health agency.

How much do they earn?

How much do physical therapy office professionals make? The salary for this role varies based on facility, location, and experience, but the average annual income is \$30,321, with employment generally including health benefits and paid time off.

"In the first week [after completion], I had three interviews and a job offer! Before taking the course, I did not know much about insurance, reimbursement, or healthcare documentation, and now I'm working hard in these fields. If you have the motivation and determination to succeed, [this course] is an excellent choice!"

ALLISON, CAREERSTEP LEARNER; PHYSICAL THERAPY OFFICE PROFESSIONAL

Physical Therapy Office Professional

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. And new opportunities explored.

Prepare For A Better Job

This program's comprehensive training was developed by industry professionals with years of experience and is specially designed to train you to aid in patient care and prepare to earn nationally recognized credentials.

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.

Certified Medical Administrative Assistant (CMAA)

Validate your expertise in administrative tasks with the CMAA credential from the National Healthcare Association.

Certified Electronic Health Records Specialist (CEHRS)

Once you complete the program, you'll be set to take the CEHRS national exam, which will deem you a certified electronic health records specialist.

Program Outline

| Module |
|---|
| Program Orientation: Physical Therapy Office Professional |
| Computer Fundamentals |
| Microsoft Office 2019: Essentials |
| HealthCare Foundational Knowledge and Basic Science |
| Comprehensive Electronic Health Records |
| Medical Administrative Assistant |
| Communication and Customer Service in the Healthcare Office |
| Law, Liability, and Ethics for Healthcare |
| Comprehensive HIPAA |
| Administrative Office and Procedures |
| Grammar and Writing Skills for the Health Professional |
| Foundations of Physical Therapy |
| Program Completion: Physical Therapy Office Professional |
| TOTAL 384 |
| Coursework, Simulations, and Experiential |