

# 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 the average medical office manager salary is between \$44,279 and \$59,739 a year.\*

\*<https://www.salary.com/research/salary/recruiting/medical-office-manager-salary>

### 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 Train affordably without sacrificing quality. This program's comprehensive training was developed by industry professionals with years of experience – specifically designed to help you prepare for the Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Records Specialist (CEHRS), and Certified Billing and Coding Specialist (CBCS) certification exams.

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

### Program Outline

#### Courses

Program Overview: Medical Office Manager

Digital Technology

Microsoft Office 2019: Foundations Course

Introduction to Health Care

Law, Liability and Ethics for Healthcare

Fundamentals of HIPAA

Patient Care Coordination and Education

Medical Administrative Assistant

Medical Billing 2023

Comprehensive Electronic Health Records

Communication and Customer Service in the Healthcare Office

Program Completion: Medical Office Manager

**TOTAL HOURS: 322**