

# 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 professionals 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 \$30,749,\* with employment generally including health benefits and paid time off.

\* <https://www.ziprecruiter.com/Salaries/Physical-Therapy-Receptionist-Salary>

"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**

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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. And new opportunities explored.

### Prepare For A Better Job

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

### 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
<b>TOTAL 384</b>
<b>Coursework, Simulations, and Experiential</b>