Medical Office Management students learn the skills necessary to further their education or begin careers in a medical office environment. Upon successful completion of the program, students are prepared to work in entry-level positions in medical offices.

Program Highlights:
- Provide high quality customer service, as part of a professional team, in a wide range of environments such as hospitals, doctor offices and health insurance facilities
- Integrate ethical standards, confidentiality and professionalism when interacting with patients, clients and employers
- Experience software applications, computer technology and simulations from initial consultation to final billing

The Program Focuses on the Following State Approved Courses:
- Fundamentals of Business and Administrative Services
- Medical Office Management
- Office Management
- Medical Terminology for Business

Cost-Free College Credit Opportunities

College Credit Plus through Owens Community College
- OAD 100: Beginning Keyboarding (2 Credit Hours)
- OAD 101: Document Formatting (3 Credit Hours)

Career Technical Credit Transfer (CT2)
- CTAPS001: Office Procedures (3 Credit Hours)
- CTMMS001: Medical Office Procedures (3 Credit Hours)

Articulated Credits through the University of Northwestern Ohio
- Up to 14 Credit Hours

Industry-Recognized Credentials (Point Values)
- CPR First Aid (1 Point)
- AMCA Electronic Health Records Certification (12 Points)

Ohio Means Jobs in-Demand Occupations Listed According to Typical Salary

<table>
<thead>
<tr>
<th>Occupation Title</th>
<th>Typical Salary-Bottom 10%</th>
<th>Typical Salary-Median</th>
<th>Education Level</th>
<th>Annual Job Openings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistants</td>
<td>$21,920</td>
<td>$29,250</td>
<td>Postsecondary Non-Degree Award</td>
<td>910</td>
</tr>
<tr>
<td>Medical Secretaries</td>
<td>$22,100</td>
<td>$31,030</td>
<td>HS Diploma or Equivalent</td>
<td>1,150</td>
</tr>
<tr>
<td>Billing, Cost, and Rate Clerks</td>
<td>$25,410</td>
<td>$35,030</td>
<td>HS Diploma or Equivalent</td>
<td>820</td>
</tr>
<tr>
<td>Medical Records and Health Information Technicians</td>
<td>$25,950</td>
<td>$36,630</td>
<td>Postsecondary Non-Degree Award</td>
<td>280</td>
</tr>
<tr>
<td>Documentation Management Specialists</td>
<td>$39,140</td>
<td>$79,120</td>
<td>Bachelor’s Degree</td>
<td>100</td>
</tr>
<tr>
<td>Medical and Health Service Managers</td>
<td>$61,060</td>
<td>$89,260</td>
<td>Bachelor’s Degree</td>
<td>700</td>
</tr>
</tbody>
</table>

Job Outlook Compiled by Ohio Means Jobs as of September 2017; Visit OhioMeansJobs.com for More Information.

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