

MEDICAL OFFICE MANAGEMENT

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)
- OAD 102: Word Processing (3 Credit Hours)
- OAD 262: Electronic Health Records (2 Credit Hours)
- OAD 270: Presentation Management – PowerPoint (3 Credit Hours)

Career Technical Credit Transfer (CT2)

- CTAPS001: Office Procedures (3 Credit Hours)
- CTMMS001: Medical Office Procedures (3 Credit Hours)

Articulated Credits through Hocking College – Up to 6 Credit Hours

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

INDUSTRY-RECOGNIZED CREDENTIALS (POINT VALUES)

- AMCA Electronic Health Records Certification (12 Points)
- CPR First Aid (1 Point)

OHIO MEANS JOBS OCCUPATIONS LISTED ACCORDING TO TYPICAL SALARY

OCCUPATION TITLE	TYPICAL SALARY-BOTTOM 10%	TYPICAL SALARY-MEDIAN	TYPICAL SALARY-TOP 10%	EDUCATION LEVEL	ANNUAL JOB OPENINGS
Patient Representatives*	\$21,290	\$32,240	\$51,480	HS Diploma or Equivalent	11,760
Medical Assistants*	\$23,010	\$30,620	\$39,690	Postsecondary Non-degree Award	3,150
Medical Secretaries*	\$23,080	\$32,280	\$44,610	HS Diploma or Equivalent	5,280
Medical Records and Health Information Technicians*	\$26,450	\$37,630	\$59,310	Postsecondary Non-degree Award	720
Billing, Cost, and Rate Clerks*	\$26,550	\$36,110	\$49,600	HS Diploma or Equivalent	2,480
First-Line Supervisors of Office and Administrative Support Workers*	\$33,460	\$53,080	\$81,000	HS Diploma or Equivalent	4,530
Medical and Health Service Managers*	\$60,050	\$90,830	\$149,810	Bachelor's Degree	1,570

JOB OUTLOOK COMPILED BY OHIO MEANS JOBS AS OF OCTOBER 2018; VISIT OHIOMEANSJOBS.COM FOR MORE INFORMATION.

*Denotes an In-Demand Occupation in the State of Ohio

Instructor: Michele Johnson 419.666.1120 Ext. 2225 mjohnson@pentacc.org
Supervisor: Tonya Kessinger 419.661.6371 tkessinger@pentacc.org

Career Services: Marshall Wolf 419.661.6372 mwolf@pentacc.org
Admissions: Tricia Hornyak 419.661.6498 thornyak@pentacc.org

EDUCATION WITH PURPOSE CAREER TREE®



TECHNICAL CAREERS

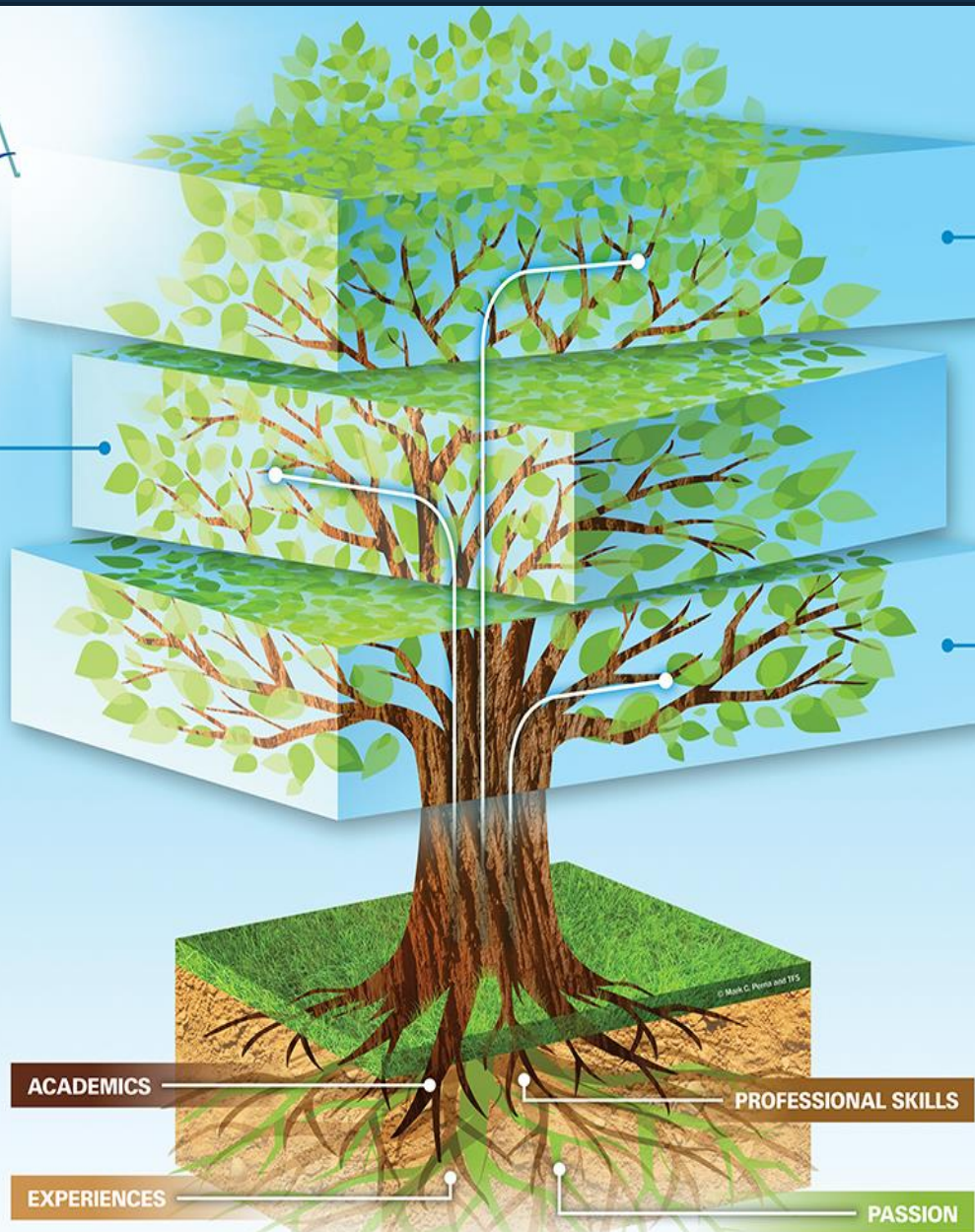
- Bailiff
- Registered Nurse
- Occupational Therapy Assistant
- Surgical Technologist
- Medical Sonographer
- Dental Hygienist
- Respiratory Therapist
- Radiation Therapist
- Paralegal
- Medical Assistant
- Court Reporter
- Medical Equipment Preparer

PROFESSIONAL CAREERS

- Physician Assistant
- Medical Perfusionist
- Pharmaceutical Sales Representative
- Transplant Coordinator
- Arbitrator
- Lawyer
- Medical & Health Services Manager
- Hand Therapist
- Radiology/Diagnostic Imaging Director
- Contract Negotiator
- Health Care Product Manager
- Judge

ENTRY-LEVEL CAREERS

- Medical Secretary
- Billing/Coding Specialist
- Medical Transcriptionist
- Pharmacy Technician
- Legal Receptionist
- Loan Processor
- Office Assistant
- Copy Center Professional
- Records Clerk
- Business Analyst
- Business Development Representative
- Nursing Assistant



MEDICAL OFFICE MANAGEMENT



For Career Tree® tools and materials please visit TFSresults.com and call our team at 330.840.2690.

The Education with Purpose® Career Tree® name, design, imagery, and graphics are copyright of Mark C. Perna and TFS. Any use of this intellectual property, in whole or in part, without permission is strictly prohibited by law.