

MEDICAL OFFICE MANAGEMENT

2024-2025



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 financial institutions, 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



COST-FREE COLLEGE CREDIT OPPORTUNITIES

College Credit Plus through Owens Community College

- OAD 100: Beginning Keyboarding (2 Credit Hours)
- OAD 135: Intro to Office Administration (3 Credit Hours)

Career Technical Assurance Guides (CTAGs)

- CTAPS001: Office Procedures (3 Credit Hours)
- CTMMS001: Medical Office Procedures (3 Credit Hours)
- CTMT001: Medical Terminology (3 Credit Hours)

Articulated Credits through Hocking College – Up to 11 Credit Hours

Articulated Credits through the University of Northwestern Ohio – Up to 17 Credit Hours

INDUSTRY-RECOGNIZED CREDENTIALS (POINT VALUES)

- Microsoft Office Specialist Word Associate (3 Points)
- Microsoft Office Specialist Excel Associate (3 Points)
- Microsoft Office Specialist PowerPoint Associate (3 Points)
- National Healthcare Association (NHA) Certified Medical Administrative Assistant (CMAA) (3 Points)
- National Healthcareer Association (NHA) – Certified Phlebotomy Technician (CPT) (12 Points)
- CPR First Aid (1 Point)
- Ohio Driver's License (1 Point)

OHIO MEANS JOBS OCCUPATIONS LISTED ACCORDING TO TYPICAL SALARY

OCCUPATION TITLE	TYPICAL SALARY- BOTTOM 10%	TYPICAL SALARY- MEDIAN	TYPICAL SALARY- TOP 10%	TYPICAL EDUCATION	ANNUAL JOB OPENINGS
Medical Transcriptionists	\$25,480	\$36,150	\$51,900	Postsecondary Certificate	90
Medical Secretaries and Administrative Assistants	\$32,020	\$38,270	\$47,110	HS Diploma or Equivalent	3,740
Insurance Claims and Policy Processing Clerks*	\$36,860	\$46,650	\$70,650	HS Diploma or Equivalent	990
Medical Records Specialists*	\$35,430	\$48,010	\$72,580	Postsecondary Certificate	1,220
Medical and Health Service Managers*	\$63,860	\$103,690	\$175,650	Bachelor's Degree	1,710

JOB OUTLOOK COMPILED BY OHIO MEANS JOBS AS OF SEPTEMBER 2024; VISIT OHIOMEANSJOBS.COM FOR MORE INFORMATION.

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

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EDUCATION WITH PURPOSE
CAREER TREE



TECHNICAL CAREERS

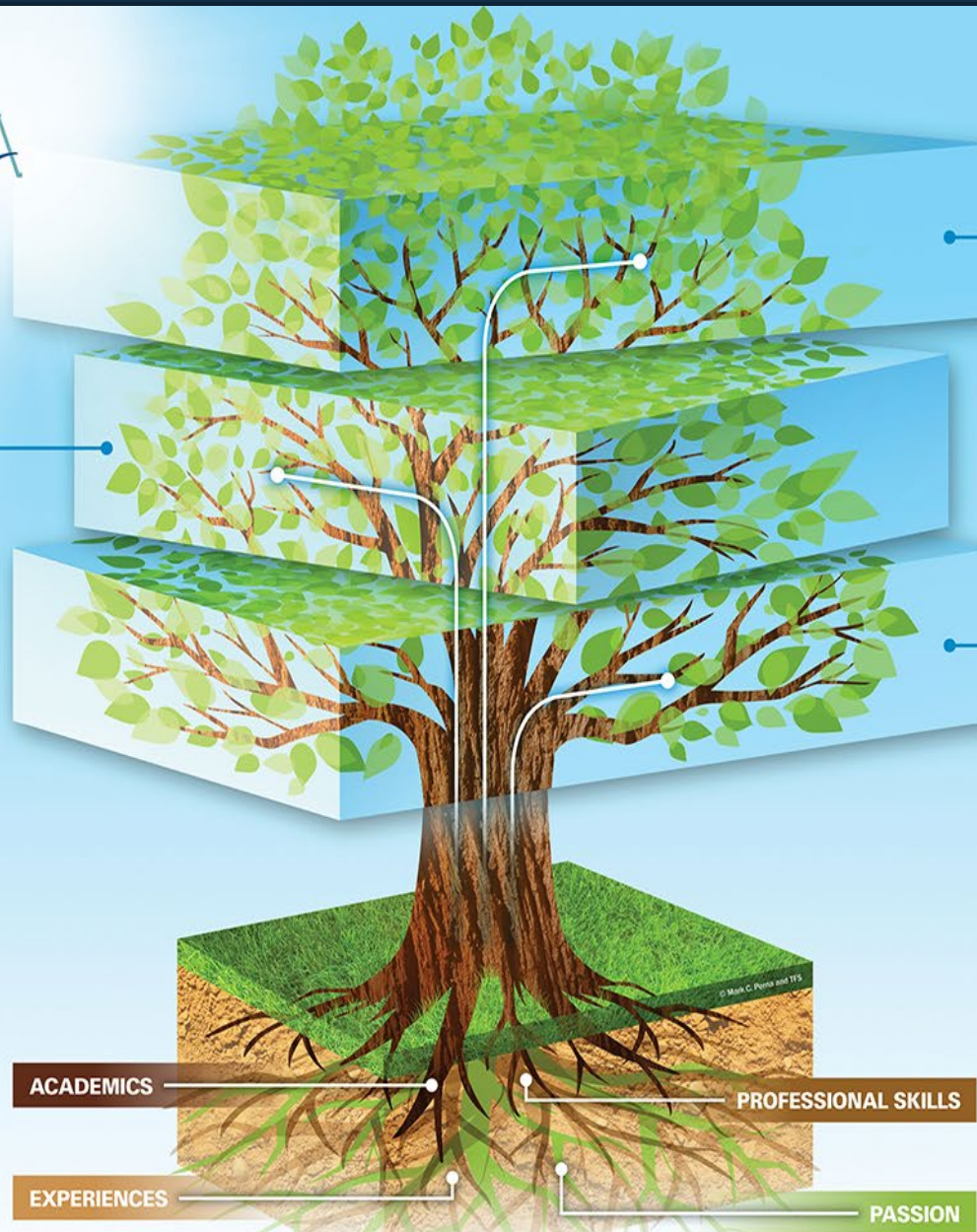
- Bailiff
- Registered Nurse
- Occupational Therapy Assistant
- Surgical Technologist
- Medical Sonographer
- Dental Hygienist
- Respiratory Therapist
- Radiation Therapist
- Paralegal
- Medical Assistant
- Court Reporter
- Medical Equipment Preparer

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



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