

# MEDICAL OFFICE MANAGEMENT

2020-2021



**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



## 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)

### 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 6 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
Medical Assistants*	\$24,740	\$33,000	\$41,430	Postsecondary Non-degree Award	3,150
Medical Secretaries*	\$25,570	\$34,780	\$48,510	HS Diploma or Equivalent	5,280
Medical Records and Health Information Technicians*	\$28,360	\$41,670	\$66,140	Postsecondary Non-degree Award	720
First-Line Supervisors of Office and Administrative Support Workers*	\$34,590	\$54,980	\$85,750	HS Diploma or Equivalent	4,530
Medical and Health Service Managers*	\$56,260	\$91,690	\$161,290	Bachelor's Degree	1,570

**JOB OUTLOOK COMPILED BY OHIO MEANS JOBS AS OF OCTOBER 2020; 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

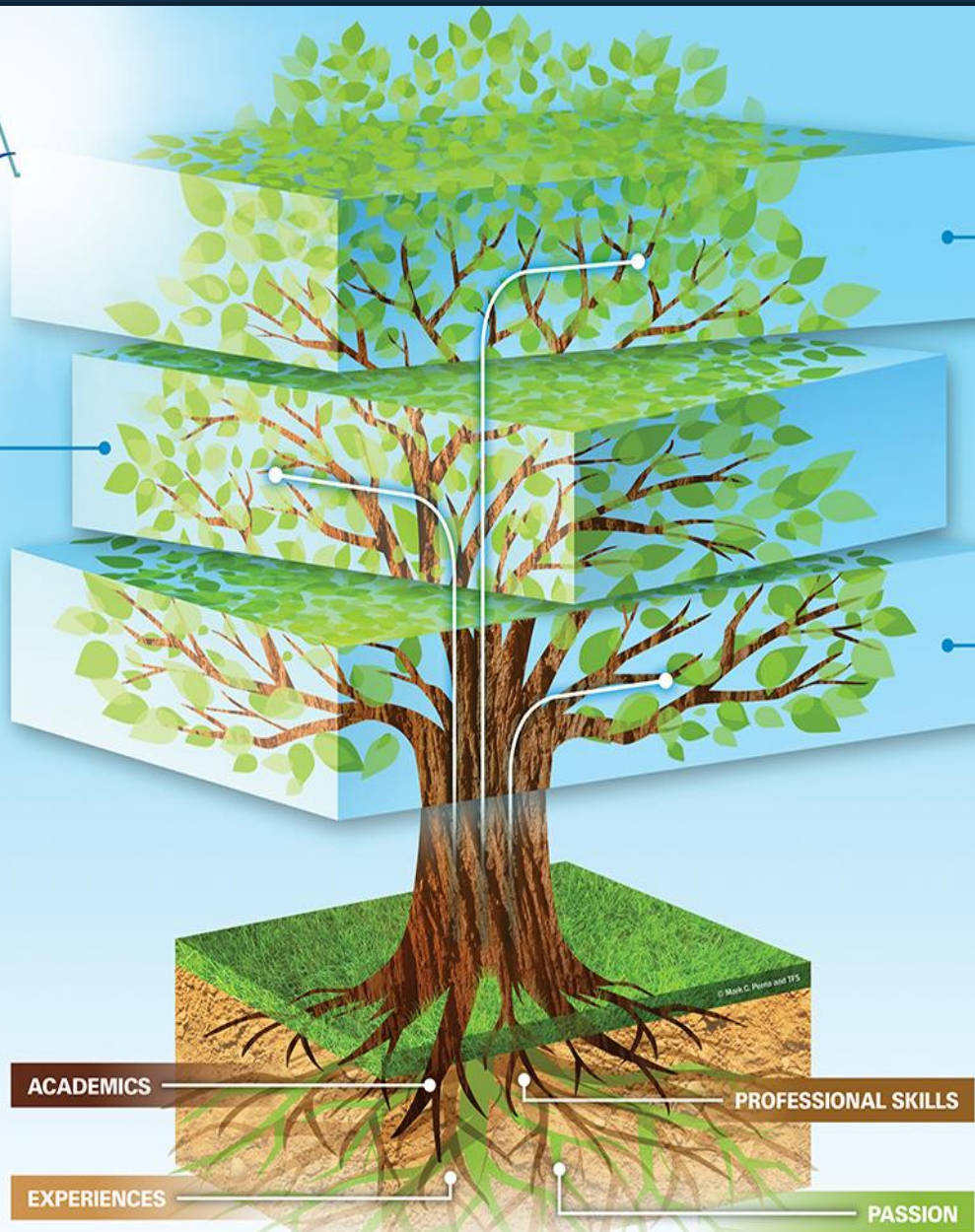
- Bailiff
- Registered Nurse
- Occupational Therapy Assistant
- Surgical Technologist
- Medical Sonographer
- Dental Hygienist
- Respiratory Therapist
- Radiation Therapist
- Paralegal
- Medical Assistant
- Court Reporter
- Medical Equipment Preparer

## 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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