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
- Medical Terminology
- Office Management

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 264: Medical Office Procedures (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)
- NCCT National Certified Medical Office Assistant (NCMOA) (12 Points)
- CPR First Aid (1 Point)

<table>
<thead>
<tr>
<th>OCCUPATION TITLE</th>
<th>TYPICAL SALARY- BOTTOM 10%</th>
<th>TYPICAL SALARY- MEDIAN</th>
<th>TYPICAL SALARY- TOP 10%</th>
<th>TYPICAL EDUCATION</th>
<th>ANNUAL JOB OPENINGS</th>
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</thead>
<tbody>
<tr>
<td>Receptionists and Information Clerks*</td>
<td>$20,020</td>
<td>$28,790</td>
<td>$40,400</td>
<td>HS Diploma or Equivalent</td>
<td>4,680</td>
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<tr>
<td>Medical Assistants*</td>
<td>$25,970</td>
<td>$34,150</td>
<td>$42,900</td>
<td>Postsecondary Certificate</td>
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<td>Medical Secretaries and Administrative Assistants*</td>
<td>$26,150</td>
<td>$35,500</td>
<td>$49,750</td>
<td>HS Diploma or Equivalent</td>
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<tr>
<td>Medical Records and Health Information Technicians*</td>
<td>$28,360</td>
<td>$41,670</td>
<td>$66,140</td>
<td>Postsecondary Certificate</td>
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<td>Human Resources Assistants, Except Payroll and Timekeeping*</td>
<td>$28,580</td>
<td>$40,380</td>
<td>$55,240</td>
<td>Associate’s Degree</td>
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<td>First-Line Supervisors of Office and Administrative Support Workers*</td>
<td>$35,610</td>
<td>$56,740</td>
<td>$87,710</td>
<td>HS Diploma or Equivalent</td>
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<td>Medical and Health Service Managers*</td>
<td>$57,310</td>
<td>$94,350</td>
<td>$168,590</td>
<td>Bachelor’s Degree</td>
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</table>

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

JOB OUTLOOK COMPILED BY OHIO MEANS JOBS AS OF SEPTEMBER 2021; VISIT OHIOMEANSJOBS.COM FOR MORE INFORMATION.

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