

# MEDICAL OFFICE MANAGEMENT

2022-2023



**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 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)

## 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
Receptionists and Information Clerks*	\$20,020	\$28,790	\$40,400	HS Diploma or Equivalent	4,680
Medical Assistants*	\$25,970	\$34,150	\$42,900	Postsecondary Certificate	3,330
Medical Secretaries and Administrative Assistants*	\$26,150	\$35,500	\$49,750	HS Diploma or Equivalent	4,160
Medical Records and Health Information Technicians*	\$28,360	\$41,670	\$66,140	Postsecondary Certificate	720
Human Resources Assistants, Except Payroll and Timekeeping*	\$28,580	\$40,380	\$55,240	Associate's Degree	510
First-Line Supervisors of Office and Administrative Support Workers*	\$35,610	\$56,740	\$87,710	HS Diploma or Equivalent	4,900
Medical and Health Service Managers*	\$57,310	\$94,350	\$168,590	Bachelor's Degree	1,540

**JOB OUTLOOK COMPILED BY OHIO MEANS JOBS AS OF SEPTEMBER 2021; 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**

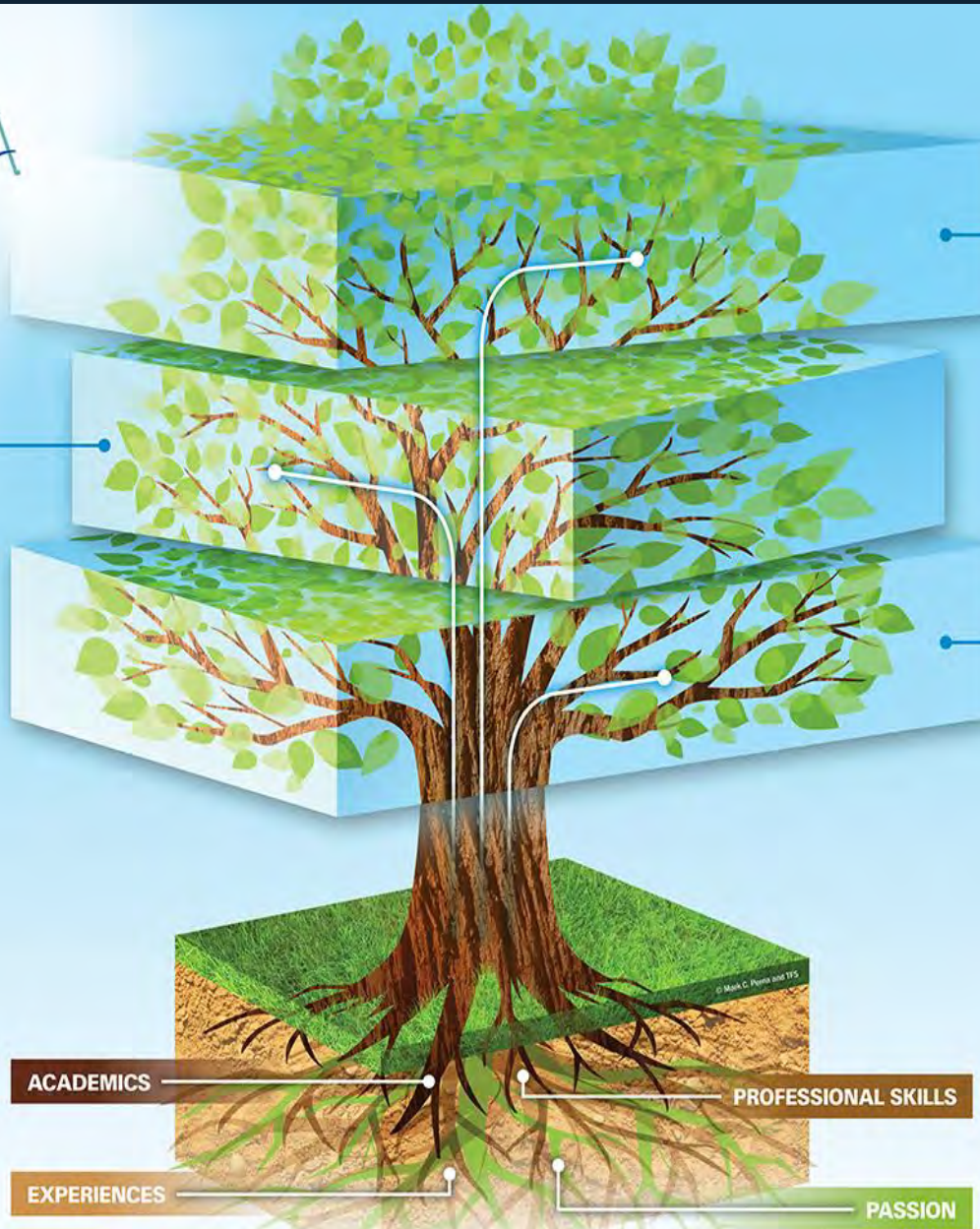
- Bailiff
- Registered Nurse
- Occupational Therapy Assistant
- Surgical Technologist
- Medical Sonographer
- Dental Hygienist
- Respiratory Therapist
- Radiation Therapist
- Paralegal
- Medical Assistant
- Court Reporter
- Medical Equipment Preparer

**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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