

# Medical Office Manager

## INDUSTRY FACTS



### What role do medical office managers play?

Medical office managers keep all of the administration and billing of the modern medical office running smoothly. Their specific responsibilities vary by position and may include the following:

- Creating and updating patients' electronic health records
- Scheduling appointments
- Verifying patient insurance
- Completing and submitting insurance claims
- Managing patient billing and collections
- Overseeing the day-to-day operations of medical facilities

### How much can I earn as a medical office manager?

The U.S. Department of Labor reports that medical office managers who work as medical administrative assistants and medical billers earn average salaries ranging from about \$28,000 to \$51,000 a year.

- Medical administrative assistants earn between \$28,490 and \$41,460 a year on average
- Medical billers earn \$30,990 and \$51,350 a year on average
- Pay rates vary depending on geographic location and experience, and you may also qualify for traditional employment benefits as a medical office manager.



### What is the job market for medical office managers?

Medical office managers fill positions in both the medical administrative assistant and medical billing fields. The U.S. Department of Labor provides employment predictions for these two fields separately:

- The medical administrative assistant field is expected to generate over 129,000 new jobs by 2026
- The medical records and health information technicians field (which includes medical billers) is expected to generate over 27,000 new jobs by 2026

### Do I need to be certified?

Though certification may not always be a requirement for employment, earning credentials is one of the best ways to stand out from other applicants in the job market. Upon graduation, you'll be prepared to earn the following credentials:

- Certified Billing and Coding Specialist (CBCS)
- Certified Medical Administrative Assistant (CMAA)
- Certified Electronic Health Records Specialist (CEHRS)

\*U.S. Department of Labor, Bureau of Labor Statistics

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## PROGRAM DETAILS

### Improve Your Life

In a year or less, you can prepare for a successful healthcare career. Built on over 25 years of experience training high-quality healthcare professionals, the Medical Office Manager program helps you quickly develop the knowledge and skills you need to get a good job to better support your family and improve your financial stability.

### Prepare For A Better Job

Our comprehensive training was developed in collaboration with healthcare administration professionals and medical billers—all with years of professional experience. Choose the training employers trust:

- Prepare to earn the Certified Billing and Coding Specialist (CBSC), Certified Medical Administrative Assistant (CMAA), and Certified Electronic Health Records Specialist (CEHRS) certifications
- Gain hands-on experience with government-certified electronic health records software, billing forms, and bundled payments to minimize on-the-job training
- Train to begin working immediately upon graduation

### Learn At Home

With online training, you can minimize the challenges of taking time out to return to school. The online training format offers distinct advantages:

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Enjoy the flexibility to adjust the time and effort you devote to your coursework each day

### Achieve Success With Live Learner And Career Support

Our program is designed to help you accomplish your goal of getting a job. In addition to employer-trusted training and online flexibility, you'll also have one-on-one access to three support teams—learner support, technical support, and career support—to ensure you can complete your training and prepare for a better future! All of these support teams are committed to helping you:

- Complete your training quickly
- Prepare for the CBCS, CMAA, and CEHRS exams
- Successfully move into the workforce

### Program Modules and Approximate Completion Hours

| Module  | Hours      |
|---|------------|
| Program Overview  | 1          |
| Microsoft Office Training Orientation                     | 1          |
| Word 2019: Beginner                                       | 10         |
| Excel 2019: Beginner                                      | 12         |
| Medical Administrative Assistant Career and Certification | 3          |
| Computer Fundamentals                                     | 7          |
| Healthcare Structure & Organization                       | 25         |
| Grammar and Punctuation                                   | 10         |
| Medical Law and Ethics                                    | 5          |
| Healthcare Documentation                                  | 10         |
| Medical Word Building                                     | 15         |
| Basic Anatomy   | 20         |
| Mastering Medical Language                                | 23         |
| Medical Office Procedures                                 | 20         |
| Medical Office Management                                 | 12         |
| Practice Finances   | 10         |
| Electronic Health Records Career and Certification        | 1          |
| Health Insurance Portability and Accountability Act       | 5          |
| Medical Records Management                                | 60         |
| Medical Coding Basics                                     | 20         |
| Exploring Healthcare Reimbursement                        | 30         |
| Claim Form Completion                                     | 20         |
| Final Exam Preparation                                    | 1          |
| <b>TOTAL</b>  | <b>321</b> |