

Physical Therapy Office Professional

INDUSTRY FACTS



What do physical therapy aides and medical office professionals do?

This program will prepare you to become a physical therapy aide and a medical office professional. Physical therapy aides work under the direction and supervision of a physical therapist to prepare patients for physical therapy and support administrative functions. You'll also gain the market flexibility to work as a medical office professional in a medical facility.

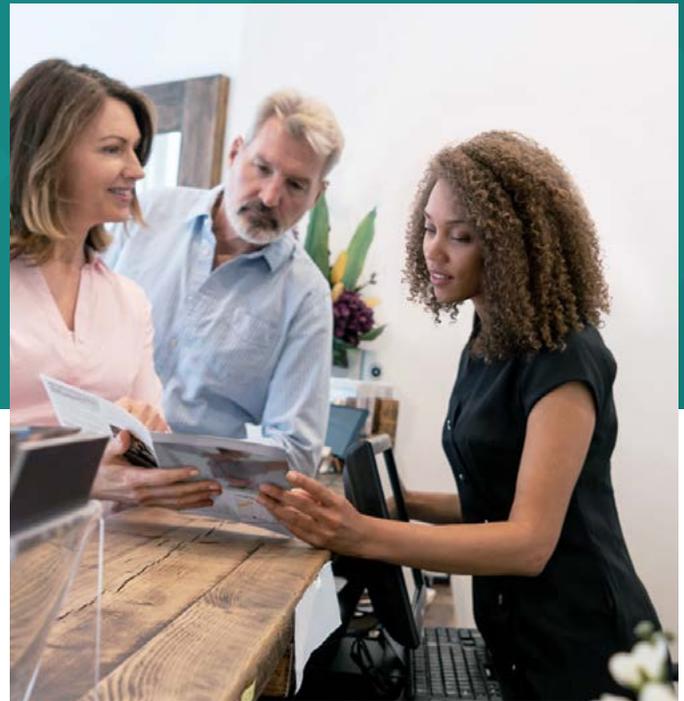
Where do physical therapy aides and medical office professionals work?

Most physical therapy aides work in physical therapists' offices, hospitals, or nursing homes. Some evening and weekend hours may be necessary if hospitals and clinics have extended hours to meet the needs of their patients.

Medical office professionals are needed in almost every type of healthcare facility, including hospitals, doctors' offices, skilled nursing facilities, and home health agencies, among others.

How much do physical therapy aides and medical office professionals earn?

The amount you earn will depend on what field you choose to go into. Salaries and benefits will vary by employer, geographic location, and experience.



- The average income for a physical therapy aide is between \$21,000 and \$30,000 a year.*
- Medical office professionals who work as medical administrative assistants earn between \$27,000 and \$40,000 annually.*

What is the job market for someone with this training?

The U.S. outpatient rehabilitation market, one of the largest segments of the physical therapy market, is part of the rapidly growing healthcare industry. With the expanding market, the need for physical therapists is not able to keep pace with demand, making room for more physical therapy aides. New physical therapy aide jobs alone are on course to increase by 30% before 2026.*

The healthcare industry is growing rapidly, with occupations in healthcare expected to add more jobs than any other occupational group. The medical administrative assistant field is no exception and is expected to generate over 129,000 new jobs by 2026.

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

"In the first week [after completion], I had three interviews and a job offer! Before taking the course, I did not know much about insurance, reimbursement, or healthcare documentation, and now I'm working hard in these fields. If you have the motivation and determination to succeed, [this course] is an excellent choice!"

ALLISON, CAREERSTEP LEARNER

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PROGRAM DETAILS

Improve Your Life

In less than 4 months, you can be prepared for a successful new career as a physical therapy aide and a medical office professional! With this training program, you'll have everything you need to get a good job in the healthcare industry and position yourself for other jobs in physical therapy and healthcare.

Prepare For A Better Job

This program's comprehensive training was developed by industry professionals with years of experience and is specially designed to help you prepare for a better job:

- Train to aid in patient care
- Prepare to take the Certified Physical Therapy Aide Specialist (CPTAS) and
- Certified Electronic Health Record Specialist (CEHRS) exams
- Gain knowledge and skills you need to begin working immediately upon completion

Learn At Home

Online training minimizes 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 your exam
- Successfully move into the workforce

Program Modules and Approximate Completion Hours

Module	Hours
Welcome to Physical Therapy Office Professional	1
Computer Fundamentals	7
Microsoft Office Training Orientation	1
Word 2019: Beginner	10
Excel 2019: Beginner	12
Outlook 2019: Beginner	12
Healthcare Structure and Organization	25
Grammar and Punctuation	10
Medical Word Building	15
Mastering Medical Language	23
Anatomy and Pathophysiology	35
Working as a Physical Therapy Aide	3
Patient Interaction	20
Documentation and Reimbursement	20
Patient Preparation	20
Physical Therapy Modalities	25
Treating Common Medical Disorders	7
Treating Physical Dysfunctions	3
Physical Therapy Aide - Simulations	15
Basic Life Support Certification	8
Electronic Health Records Career and Certification	1
HIPAA	5
Medical Records Management	60
Office Procedures	16
Business Writing	16
Professional Skills	10
Final Exam Preparation	1
TOTAL	381