

# Medical Office Administration

12 Weeks | Prepare for Multiple Healthcare Certifications | Unlimited Opportunity



- Attend Online
- No IT Experience Necessary
- Monday-Thursday
- Half Day Classes
- Morning, Afternoon, or Evening Tracks

## YOUR START IN THE HEALTHCARE FIELD.

The Medical Office Administration program prepares students to manage sensitive medical information by ensuring its quality, accuracy, accessibility, and security. Students will learn to handle important information used for patient care and insurance reimbursement claims while also learning foundational medical terms and classification systems used to code and categorize patient information.

## ASSOCIATED JOB TITLES



Health Information Clerk



Medical Records Technician



Medical Records Coordinator



Medical Office Administrator

## JOB OUTLOOK

13% Job Growth  
79,594 New Jobs  
\$36,580 Income Estimator\*

\*US Bureau of Labor Statistics



## PROGRAM TIMELINE

Enroll into our 3 week Medical Office Administration program and learn anatomy, front and back-office administration, and how to manage sensitive patient information. Here is a breakdown of your 12 week program.

### WEEKS 1-4

Introduction to Medical Language  
Reproductive Systems  
Systems and Blood  
Healthcare Laws and Ethics

### WEEKS 5-8

Technology  
Patient Processing  
Health Records  
Diagnostic Coding Essentials

### WEEKS 9-12

Procedural Coding Essentials  
Medical Billing and Reimbursement Essentials  
Electronic Health Records  
Personal Health Records



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