



## Marian Court College – CERTIFICATE

### Medical Office Management

**THE MEDICAL OFFICE MANAGEMENT CERTIFICATE** provides the medical office knowledge and skills to work in the growing health care industry. Courses focus on medical terminology, technology, health insurance billing and reimbursement, and administrative functions.

#### CAREER OPPORTUNITIES

The Medical Office Management certificate offers participants an opportunity to learn and/or refresh current knowledge and skills to prepare for entry-level positions in areas of medical offices, in-patient and out-patient hospitals, group and individual physicians' practices and various health care organizations.

#### CERTIFICATE OUTCOMES

Students who successfully complete the Medical Office Management certificate program will:

- ▶ Display the interpersonal skills required to effectively communicate with patients, families, and co-workers.
- ▶ Possess a general knowledge of medical terminology and transcription.
- ▶ Demonstrate a working knowledge of computer applications and understand medical office management software.
- ▶ Maintain and manage medical records.
- ▶ Demonstrate an understanding of the legal regulations regarding all aspects of patient information including HIPAA.
- ▶ Understand various health insurance plans and medical coding and complete insurance claim forms.
- ▶ Develop competencies needed to succeed in the workplace, including time and organization management, human relations, and teamwork skills.
- ▶ Demonstrate an understanding of the functional roles of management including planning, organizing, leading, and controlling.

#### COURSE REQUIREMENTS

BU201	Principles of Management	3	ME205	Medical Assisting—Administrative	3
CS100	Computer Concepts, Applications & Internet	3	ME212	Health Care Records	3
ME110	Medical Terminology I	3	ME220	Health Insurance Reimbursement	3
ME120	Medical Terminology II	3		Computer Elective	3
				Total Credits	24

\* A student must demonstrate proficiency in English either by successful completion of EN110 (4 cr.) or successful completion of proficiency exam.

**DEGREE OPTION:** Successful completion of the Medical Office Management certificate program paves the way for furthering your education—graduates earn a minimum 24 college credits which may be applied toward an associate degree in a related program of study at Marian Court College.