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Field of Study: Medical Office Management

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Introduction

Medical office management programs prepare people to oversee clinics and other medical offices.

Overview

Medical office management programs include topics such as:

- Medical terminology
- Medical billing and coding
- Accounting and recordkeeping
- Staff supervision
- Leadership
- Scheduling

Schools

Many career and technical schools offer certificate programs in medical office management. A certificate program usually takes one or two years of full-time study.

Many 2-year and community colleges also offer certificate and associate degree programs in medical office management. An associate degree program usually takes two years of full-time study.

A few 4-year colleges offer bachelor's degree programs in medical office management. A bachelor's degree usually takes about four years of full-time study.

College preparation

Proprietary schools, colleges, and universities all offer this program. If you want to study at a proprietary school, you can prepare for this program of study by completing your high school degree or getting a GED. If you want to study at a college or university, you can prepare for this program by taking the following courses: four years of English, three years of math, three years of social studies, and two years of science. Some colleges also require two years of a second language.

- Business Math
- Psychology
- Sociology
- Office Procedures
- Recordkeeping
- Introduction to Business
- General Computer Applications
- Business Computer Applications
- School Governance

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- Public Speaking
- Health Education
- Safety and First Aid
- Healthcare Occupations
- Medical and Clerical Assisting
- Medical Office

Typical course work

This program typically includes courses in the following subjects:

- Accounting
- Anatomy and Physiology
- Applied Business Math
- Business Law
- Business Writing
- Clinical Coding and Classification
- Computer Applications
- Healthcare Billing and Reimbursement
- Healthcare Delivery Systems
- Healthcare Law and Ethics
- Human Resource Management
- Introduction to Business
- Introduction to Health Information Management
- Introduction to Psychology
- Medical Office Procedures
- Medical Records
- Medical Terminology
- Medical Transcription
- Principles of Management
- Professional Communication Skills

Similar fields of study

- Accounting
- Administrative Assistant and Secretarial Science
- Business, General
- Health Records Administration
- Health Records Technology
- Health Services Administration
- Health Unit Coordination
- Medical Coding and Billing
- Office Management
- Optometric Technology

Careers you may qualify for

Administrative Service Managers

Medical Assistants

Supervisors of Administrative Support Workers

Resources

Professional Association of Healthcare Office Management (PAHCOM)

<http://www.pahcom.com>
Click on "Education and Certification."

Schools that offer program

Click on the school name to see a list of their programs related to this field of study.

[American Indian OIC \(Opportunities Industrialization Center\) - Minneapolis](#), Located in Metro

[Anthem College - St. Louis Park](#), Located in Metro

[Herzing University - Minneapolis](#), Located in Metro

[National American University - Bloomington](#), Located in Metro

[National American University - Brooklyn Center](#), Located in Metro

[National American University - Burnsville](#), Located in Metro

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[National American University - Rochester](#), Located in Southeast

[National American University - Roseville](#), Located in Metro

[Presentation College - Fairmont](#), Located in Southwest

[Rasmussen College - Blaine](#), Located in Metro

[Rasmussen College - Bloomington](#), Located in Metro

[Rasmussen College - Brooklyn Park](#), Located in Metro

[Rasmussen College - Eagan](#), Located in Metro

[Rasmussen College - Lake Elmo](#), Located in Metro

[Rasmussen College - Mankato](#), Located in Southwest

[Rasmussen College - Moorhead](#), Located in Northwest

[Rasmussen College - St. Cloud](#), Located in Central

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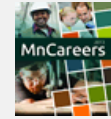
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