Field of Study: Medical Office Management

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

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
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
- National American University - Minnetonka, Located in Metro
- 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