

Medical Practice Manager

Medical Practice Manager Application Packet

Career Overview

Medical Practice Managers supervise the administrative and/or clinical areas of physician offices, urgent care centers, surgery centers, and related health care organizations. They manage personnel, assure compliance with legal issues, oversee coding and billing, strategic planning, marketing, accounts and contract management, and operation of clinical areas.

Length & Cost of Training

This 752-hour program prepares the student with the skills needed to successfully work in the administrative area of a medical office. Students can expect to complete the program in approximately one year by attending day, evening or online classes on a full-time basis or within two years on a part-time basis. The tuition cost is \$4,000 not including books or other additional costs.

Accreditation & Certification

The Richland College Medical Practice Manager Program is approved by Professional Association of Health Care Office Management (PAHCOM). After successful completion of the program, students will be eligible to take the Certified Medical Manager Apprentice Examination.

Prerequisites

- Eligible to work in the US
- Documentation or assessment of entry-level academic skills in reading, writing, and math or previous college coursework
- Minimum of 3 years professional business or healthcare experience.
- Documentation or assessment of computer skills – Windows, Word, or transcribed computer class

Coursework

Class	Hours
Medical Terminology I (MDCA 1013)	64
Medical Law/Ethics for Health Professionals (PBHL 1001)	16
Human Disease/Pathophysiology (MDCA 1002)	48
English & Communications (HPRS 2032) OR Business English (POFT 1301)	48
Computerized Medical Records (HITT 1011)	48
MS Office 2010 (POFI 1041)	64
Medical Insurance/Coding (MDCA 1043)	48
Advanced Medical Coding (POFM 2010)	64
Principles of Accounting I (ACNT 1025, 1002, OR ACCT 2301)	48
Human Resource Management (HRPO 2001 OR HPRO 2301)	48
Quickbooks for Health Professions (ITSC 2032)	16
Supervision (BMGT 1001)	48
Business Principles for Medical Practice Managers (BMGT 1091)	64
Clinical - Business Administration & Mgmt (BMGT 2070)	128
Total	752

*Course offerings vary by semester.

For more information

Please call 972-238-6950 or

email HealthProfessions@dcccd.edu or

visit our website [Health Professions Home \(http://www.rlc.dcccd.edu/hp/index.php\)](http://www.rlc.dcccd.edu/hp/index.php)