

MEDICAL OFFICE MANAGEMENT

Medical Office Management 1 - AM

6930 Full Year – 2 Credits
Open to Grade 11 2 Periods Per Day

Year 1 courses include:

- Business Foundations
- Office Management

Application required.

Recommended: Algebra 1, Computer Applications

Medical Office Management 2 – PM

6940 Full Year – 3 Credits
Open to Grade 12 3 Periods Per Day

Year 2 courses include:

- Fundamentals of Business & Administration Services
- Medical Office Management
- Medical Office Management Capstone (optional 2 additional credits)

Prerequisite: Medical Office Management 1

Recommended: Algebra 2 with Trig

Students in this two-year program will learn the skills needed to prepare for employment in a healthcare providers' office, clinic or hospital. The typical physician rarely has time to attend to the administrative responsibilities of the office and is turning toward administrative assistants to schedule patients, maintain medical communications, manage financial records and perform front-desk operations. Senior students will be scheduled for internships in the medical office field during year two.

Students will have the additional opportunity in the Medical Office Management Capstone course to receive credit for both in-school and/or out-of-school learning experiences.

College Credit Possible: Student must fulfill requirements of the college.

Certifications: Microsoft Word, Excel, Outlook and PowerPoint

Internship Possibilities (paid or unpaid): Work experience senior year, 6-10 hours per week in a related occupation.

Career -Technical Student Organization: Business Professionals of America (BPA)

Possible Career Opportunities

- Medical Office Assistant
- Medical Records Management
- Benefits Coordinator
- Claims Processor
- Admissions Specialist
- Physician's Secretary
- Unit Secretary

