

253000 HEALTH CARE OFFICE MANAGEMENT

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (Accuplacer) or take the following bridge courses prior to enrolling in the program:

2440:105 Introduction to Computers and Application Software

2420:140 Keyboarding

C			E			R			1ST YEAR								
			Fall Semester			Available Online			Credit Hours			Prerequisites					
			2420:211			Basic Accounting I					3						
			2530:240			Medical Coding (Diagnostic)*	•				3						
			2530:241			Health Information Management*	•				3						
			2740:120			Medical Terminology	•				3						
			3300:111			English Composition I	•				3			Placement by advisor			
											15 Total						
			SPRING SEMESTER														
			2440:125			Spreadsheet Software	•				2			Placement by advisor			
			2530:242			Medical Office Administration*	•				3			2740:120			
			2530:243			Medical Coding II (Procedural)*	•				3			2740:120; 2530:240			
			2740:121			Study of Disease Processes	•				3			2740:120			
			3470:250			Statistics for Everyday Life (Lecture/Lab)					4			Placement by advisor			
											15 Total						
C			E			R			2ND YEAR								
			Fall Semester			Available Online			Credit Hours			Prerequisites					
			2420:103			Essentials of Management Technology					3						
			2530:244			Medical Insurance Billing*	•				3			2530:243			
			2530:255			Health Care Office Management and Medicolegal Issues*	•				3			30 credit hours			
			2530:258			Internship Orientation & Career Development*	•				3			Permission			
			3750:100			Introduction to Psychology	•				3						
											15 Total						
			SPRING SEMESTER														
			2420:202			Elements of Human Resources Management					3			2420:103			
			2530:257			Health Care Office Finance*	•				3			2420:211, 2440:125			
			2530:260			Health Care Office Management Internship*	•				3			Permission			
			2530:284			Medical Office Techniques*	•				3			2740:120			
			7600:105			Introduction to Public Speaking					3						
			7600:106			Effective Oral Communication	•				3						
											15 Total						
C = Completed E = Exempt R = Required															TOTAL CREDITS - 60†		

*A grade of "C" or higher is required in all 2530: department courses.

†Current CPR certification (through the Red Cross or AHA) is required OR take 5550:211 First Aid & CPR



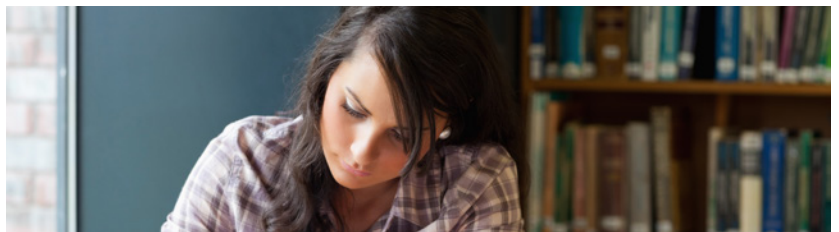
253000 HEALTH CARE OFFICE MANAGEMENT

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The Health Care Office Management program is designed to meet the needs of current health care office employees and others to develop skills to prepare for technical, supervisory, or management positions in the health care field. Graduates will be trained for the daily operation and general management of the health care office practice. The responsibilities include all administrative, financial, human resources, clerical, and supply functions with a special emphasis on medical coding, insurance billing, and financial analysis.

TYPICAL JOB TITLES

- » Health Care Office Manager
- » Medical Office Manager
- » Practice Manager
- » Practice Administrator



The health care office manager is responsible for the daily operation and general management of the office practice. Areas of responsibility include insurance/managed health care plans, risk management, finance, contract management, data management, human resource management, communication, clinical knowledge administration, marketing, as well as other administrative functions. Because of the vast changes in health care in general and medical office practices in particular, it is necessary to have a well trained and competent health care office manager and staff who, along with the physician(s), are capable of running the business side of the medical office practice.

The salary and wages of medical office managers can vary greatly based on education and experience. Other factors that can affect the salary and wages of medical office managers are type of practice, size of practice, and geographic location. The Professional Association of Health Care Office Management (PAHCOM) reported an average salary in the Midwest of \$65,289 (Salary Survey, 2014). The U.S. Department of Labor reports an average salary of \$80,950 for all medical and health services managers in Ohio (2017). An entry level position in a medical office practice may offer a salary from \$26,000 - \$61,000 (U.S. Department of Labor, 2017).

CERTIFIED MEDICAL MANAGER (CMM)

Certification is available through the Professional Association of Health Care Office Management (PAHCOM). Qualification for CMM requires active employment as a Health Care Office Manager performing a scope of duties for a minimum of three years, a minimum of twelve acceptable college or university credit hours, and successful completion of a written national exam. For more information on student membership or professional certification, contact PAHCOM at 1576 Bella Cruz Drive, Suite 360, Lady Lake, FL 32159, phone 800-451-9311, or visit their website at www.pahcom.com.

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