

253000 HEALTH CARE OFFICE MANAGEMENT

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) 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				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				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	2530:241, 242, & 243; 3300:111
			2530:258	Internship Orientation & Career Development*	•	3	Permission
			3750:100	Introduction to Psychology	•	3	
				Natural Science Requirement		3	
						18 Total	
SPRING SEMESTER							
			2420:202	Elements of Human Resources Management		3	2420:103
			2530:257	Health Care Office Finance*	•	3	2420:211, 2440:125, 2530:243
			2530:260	Health Care Office Management Internship*	•	3	Permission
			2530:284	Medical Office Techniques*	•	3	2740:120
			7600:105 7600:106	Introduction to Public Speaking or Effective Oral Communication		3	
						15 Total	
C = Completed E = Exempt R = Required						TOTAL CREDITS - 63†	

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

**It is strongly recommended that you take 2740:120 prior to taking any of the remaining medical-related courses.

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

– A minimum of three credits of natural science from the approved General Education list is required. Please consult an advisor for specific information on course alternatives.

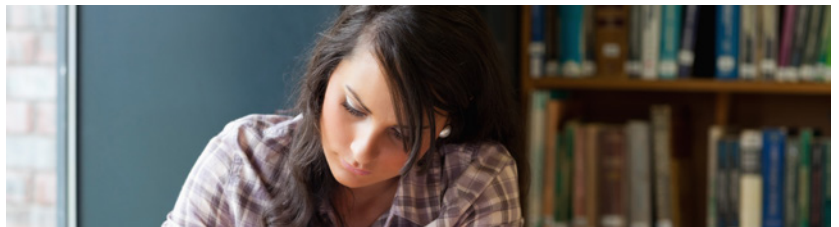
253000 HEALTH CARE OFFICE MANAGEMENT

Colleen Teague
Coordinator, A-105C
330-684-8733 • teague@uakron.edu

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 manager are type of practice, size of practice and geographical location. According to a survey done by the Professional Association of Health Care Office Management (PAHCOM) in 2009, the average salary for a medical office manager in specialty medical practices was \$54,314, in gastroenterology, \$54,201 in dermatology, \$58,899 in cardiology, \$44,910 in obstetrics and gynecology, \$51,466 in pediatrics, and \$47,152 in family practice.

CERTIFIED MEDICAL MANAGER (CMM)

Certification is available through the Professional Association of Health Care Office Managers (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.

NOTE

If you are pursuing an associate degree and have completed twelve or more semester credits, we suggest that you schedule an appointment with an academic advisor to transfer into the College of Applied Science and Technology (CAST) to produce a student degree agreement (contract). The degree agreement is a formal statement of the courses that you must complete to satisfy your degree requirements.