

# A CAREER IN HEALTH CARE OFFICE MANAGEMENT

Employment of medical and health services managers is expected to grow 17 percent from 2014 to 2024, faster than the average for all occupations, according to the Bureau of Labor Statistics (bls.gov).

## OPPORTUNITIES EXIST IN THE FOLLOWING AREAS:

- » Health Care Office Manager
- » Medical Biller/Insurance
- » Patient Scheduler
- » Health Information Management

## SALARY INFORMATION

Your starting salary will depend on your level of education, skills, and experience; the type of organization; and geographic area. According to the Professional Association of Health Care Office Management (PAHCOM) 2010 Medical Office Manager Salary Survey, the average annual salary for experienced medical office managers in the Midwest region of the country is \$65,289. Entry-level salaries for new office managers would be lower, usually between \$35,000 and \$60,000 per year (bls.gov).

"The well-rounded curriculum and faculty support at Wayne College gave me the knowledge and confidence to face increased challenges and assume new job responsibilities as the health care environment rapidly undergoes change."

– Kathy Kennedy,  
Sr. Credentialing Specialist  
Medic Management Group, LLC

## WHAT'S YOUR NEXT STEP?

**Make an appointment to visit our campus by calling 330.684.8980 or toll-free 1.800.221.8308, ext. 8980.**

During your visit, talk with one of our admissions counselors, or the program coordinator, about your opportunities and how to get started. You can begin the application process by following these easy steps:

- » Complete an application form on our website at [wayne.uakron.edu/admissions](http://wayne.uakron.edu/admissions) (nonrefundable fee required).
- » Submit an official copy of your high school transcripts or GED.
- » Take either the American College Test (ACT) or the Scholastic Aptitude Test (SAT). These tests are not required for students age 21 and older.
- » Submit official transcripts from any other accredited college or university you have attended.

Fill out applications for scholarships, grants, and loans. Applications are available online or in the Student Services office. Request financial aid information early to ensure you receive the financial help you need.

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The University of Akron  
**Wayne College**

[wayne.uakron.edu](http://wayne.uakron.edu)

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# HEALTH CARE OFFICE MANAGEMENT MEDICAL BILLING



The University of Akron  
**Wayne College**

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## WHAT IS HEALTH CARE OFFICE MANAGEMENT?

It is the support network for doctors, dentists, and other health care professionals who require a special group of people to keep their offices running smoothly. A health care office manager is a highly skilled individual who manages the business side of the medical office practice.



"The Healthcare Office Management program at Wayne College was key to securing a challenging career in the health care industry. Potential employers were impressed with my degree in this specialty. I have applied practical knowledge from every course to varied circumstances in my job roles. The professors within the program have continued to be available and helpful beyond graduation."

– Lisa Martin, *Community Outreach Manager*  
CliniSync/Ohio Health Information Partnership

## WHY WAYNE?

Wayne College was one of the first colleges in the country to offer an associate degree in health care office management. This innovative program integrates courses from three disciplines—management / accounting, business technology and medical assisting. The program is appropriate for current office managers as well as individuals who either want to enter this field or advance in it.

### HYBRID LEARNING

Online classes with minimal face-to-face class time – convenient for those currently working or juggling other responsibilities. Get credit for work experience, ask about Prior Learning Assessment (PLA)

### HEALTH CARE OFFICE MANAGEMENT

#### ASSOCIATE DEGREE

Health care office managers are responsible for the daily operation and general management of the office practice. Their area of responsibility often includes contract management, data management, human resource management, communications, insurance/health care plans, marketing, and other administrative functions. Graduates of this program are trained for the various aspects of health care office management with a special emphasis on medical coding, billing and finance. This program also prepares students to sit for the Certified Medical Manager (CMM) exam, which they are eligible for after three years experience.



## MEDICAL BILLING

### CERTIFICATE PROGRAM

Medical billers are responsible for patient billing and basic accounting used in health care services. They need to understand medical terminology, disease conditions and medical procedures. Medical billers also must demonstrate competence in medical coding, accounting and specialized computer programs. Students who earn this certificate are prepared for entry-level positions in doctors' offices, hospitals, nursing homes, outpatient clinics, medical billing services and insurance companies. An increasing number of medical coding specialists are able to work from home as patient records become more computerized. According to the 2013 American Academy of Professional Coders, the average annual salary for experienced medical billing coders is \$44,816 for the East North Central region of the U.S. Entry-level salaries for new billing clerks would be lower, usually between \$26,893 and \$40,572 per year (payscale.com).

