

MEDICAL OFFICE ADMINISTRATION

**3 Months. Multiple Healthcare Certifications.
Unlimited Opportunity.**



Attend Online
No IT Experience Necessary

Monday-Thursday | Half Day
Morning, Afternoon & Evening Tracks



YOUR START IN THE HEALTHCARE FIELD.

The Medical Office Administration program prepares students to manage sensitive medical information by ensuring its quality, accuracy, accessibility, and security. Students will learn to handle important information used for patient care and insurance reimbursement claims while also learning foundational medical terms and classification systems used to code and categorize patient information.

ASSOCIATE JOB TITLES



Health Information Clerk



Medical Records Tech



Medical Records Coordinator



Medical Office Administrator



JOB OUTLOOK

13% Job Growth

79,594 New Jobs

\$36,580 Income Estimator*

* US Bureau of Labor Statistics

PROGRAM TIMELINE

Enroll into our 3-month Medical Office Administration program and learn anatomy, front and back-office administration, and how to manage sensitive patient information. Here is a breakdown of your 3-month program.

WEEKS 1-4

Introduction to Medical Language
Reproductive Systems
Systems and Blood
Healthcare Laws and Ethics

WEEKS 5-8

Technology
Patient Processing
Health Records
Diagnostic Coding Essentials

WEEKS 9-12

Procedural Coding Essentials
Medical Billing and Reimbursement
Essentials
Electronic Health Records
Personal Health Records

Schedule a free 1-1 meeting today by calling 830.632.3340
or visit us at academy.unitedtraining.com

