

# MEDICAL OFFICE ADMINISTRATION CERTIFICATE

## **PREPARE TO BECOME AN IMPORTANT PART OF A MEDICAL OFFICE TEAM**

Do you have an interest in business and health care?  
Do you enjoy helping others? Purdue University Global's  
Medical Office Administration Certificate allows you  
to fast-track your career in the health care industry to  
become a medical office administrator. Gain the skills to  
keep a health care office running smoothly and to provide  
comprehensive administrative support to physicians and  
patients in a variety of health care settings.

# WHY STUDY AT PURDUE GLOBAL'S SCHOOL OF HEALTH SCIENCES?

## FLEXIBILITY FOR WORKING ADULTS

Complete your courses online, on your schedule.

## PRACTICAL EXPERIENCE

Gain hands-on experience through an externship in a physician's office or clinic.<sup>1</sup> In addition, our online virtual lab offers interactive, engaging opportunities to apply what you learn to real-world scenarios.

## FACULTY EXPERTISE

Learn from experienced health care professionals currently active in the field. All professors possess advanced academic degrees.

## TRANSFER CREDITS

Use credits you earned at another institution to graduate sooner.<sup>2</sup>

## ONE-ON-ONE MENTORING

Work directly with faculty through online discussion boards and seminars, and enjoy no-cost individual tutoring. In addition, academic and career advisors are dedicated to helping you balance school with your career and life responsibilities.

## INTRODUCTORY TRIAL PERIOD

Make sure online learning at Purdue Global is right for you. Enroll in the University and try our classes for 3 weeks before you owe any tuition. That's the Purdue Global Commitment.<sup>3</sup>

# TAKE THE NEXT STEP IN YOUR EDUCATION AND CAREER

## PREPARE FOR CERTIFICATION

Keep building your credentials—the program prepares you for the following<sup>4</sup>:

Certification Exam	Sponsored/Offered By
Certified Medical Administrative Specialist (CMAS)	American Medical Technologists
Certified Coding Associate (CCA)	American Health Information Management Association (AHIMA)
National Certified Medical Office Assistant (NCMOA)	National Center for Competency Testing (NCCT)

## CREATE A PATHWAY TO YOUR BACHELOR'S AND THEN A MASTER'S DEGREE

Get a head start on a future degree. You can use qualified credits you earn as part of your certificate toward the requirements of certain Purdue Global degree programs.<sup>5</sup>



## GAIN THE CORE SKILLS AND COMPETENCIES THAT EMPLOYERS DEMAND

Develop the communication, clinical, and organizational skills to keep track of patient records, manage medical documents, and oversee a medical office.

- Submit medical claims for reimbursement.
- Process bills and insurance claims.
- Operate computerized billing systems.
- Possess a working knowledge of various insurance plans.
- Schedule appointments.
- Manage medical records, office finances, and operations.
- Interview patients.
- Manage a technical library.

# CURRICULUM

The relevant curriculum focuses on areas including insurance processing and fundamental medical office communication, administrative, and clerical tasks. Courses are reviewed and revised regularly by industry experts to ensure they reflect the most recent developments in the fast-changing field.

## COURSES INCLUDE:

- Reimbursement Methodologies
- Medical Coding I and II
- Medical Law and Bioethics
- Medical Terminology
- Diseases of the Human Body
- Medical Office Management
- Medical Office Accounting
- Medical Records Management
- Advanced Medical Office Management
- Human Anatomy and Physiology I and II
- Medical Office Administration Externship and Evaluation

## NATIONALLY RANKED AND RESPECTED

Purdue Global is part of the respected Purdue University system. One of the most prestigious research universities in the world, Purdue University is ranked in the top 10 best public universities in the U.S. by *The Wall Street Journal/Times Higher Education*.<sup>6</sup>

## PROGRAM DETAIL

**Credit Hours:** 57 credits (13 courses, including externship)

**Program Length:** Less than 1.5 years

**Course Load:** 2–3 courses per term

**Terms:** 10 weeks long

**Start Dates:** Throughout the year

**Delivery:** Coursework is 100% online; the final externship is completed onsite



## ADDITIONAL PROGRAMS

### Certificates

- Medical Assistant
- Medical Billing and Coding

### Bachelor's Degrees

- Health Care Administration
- Health Information Management
- Health Science
- Health and Wellness
- Nutrition

### Master's Degrees

- Health Care Administration
- Health Informatics
- Health Information Management
- Health Education
- Public Health

# CAREER AND NETWORKING OPPORTUNITIES

## INDUSTRY OUTLOOK<sup>7</sup>

- Employment of **medical secretaries** as well as **medical and health services managers** is projected to grow much faster than the average for all occupations from 2016 to 2026.
- A large aging population will create an increased overall demand for health care services, as well as a need for professionals who can handle the administrative tasks related to billing and insurance processing. The widespread use of electronic health records (EHRs) will also create a demand for managers with knowledge of health information technology.

## CAREER PATHWAYS AND OUTCOMES<sup>8</sup>

### Roles

- Medical secretary
- Medical and health services manager
- Medical office specialist
- Patient coordinator
- Physician office specialist
- Assistant office manager – medical

### Settings

- Doctors' offices
- Medical facilities
- Pharmaceutical companies
- Hospitals
- Insurance offices
- Labs

## CAREER SERVICES

Our team of Career Specialists helps connect students with job and networking opportunities and offers the following assistance:

- Career assessment/exploration
- Resume and cover letter review
- Interview preparation/mock interviews
- Portfolio development to showcase your skills
- Assistance in building an online presence
- Job search and networking support
- Virtual career fairs
- 24/7 online access to job openings and career development tools

"The University has a fantastic medical office assisting program. Students are given an abundance of up-to-date, relevant instruction and insight into this field to become effective, successful medical office employees. Students learn not only from textbooks, they are given real world lessons and learn how to apply their education to the medical office setting."

**Jennifer Claire, BS, MSHS, MPH, AHI**

Faculty Member, School of Health Sciences<sup>9</sup>

## Accredited by The Higher Learning Commission

This accreditation covers all academic programs, all regional locations, and all programs provided via distance education. Contact the HLC at [HLCcommission.org](http://HLCcommission.org) or call 800-621-7440.

## Military Friendly

We offer reduced tuition rates for servicemembers, veterans, and spouses.



This accolade was awarded prior to the March 2018 purchase of Kaplan University by Purdue University and subsequent creation of Purdue University Global. Purdue Global cannot guarantee future accolades.

Contact an Admissions Advisor at **844-PURDUE-G** or visit **PurdueGlobal.edu**.

### IMPORTANT INFORMATION: PLEASE READ

For consumer and important information about the educational debt, earnings, and completion rates of students who attended this program, visit [Info.PurdueGlobal.edu](http://Info.PurdueGlobal.edu).

- 1 The externship provides the student with a supervised onsite learning experience in conjunction with an online course. The student is responsible for identifying an appropriate externship site, submitting all required documentation, and obtaining approval from the appropriate school staff.
- 2 Purdue Global does not guarantee transferability of credit. Future transfer credit savings are subject to review and the academic policies of Purdue Global. See the University Catalog for Prior Learning Assessment policy.
- 3 No financial obligation beyond the application fee. Classes count toward a degree if satisfactorily completed. No credits are earned if the student withdraws during the introductory period (3 weeks for new qualifying undergraduate students), which begins day one of the first term. Students who choose to continue their studies at Purdue Global will need to meet specific requirements. Graduate programs not included. Additional terms may apply to international and non-U.S. citizen students. For further information, see the University Catalog.
- 4 Students are responsible for understanding the requirements of optional certification exams. The University cannot guarantee students will be eligible to sit for or pass exams. In some cases, work experience, additional coursework beyond the Purdue Global program, fieldwork, and/or background checks may be necessary to be eligible to take or to successfully pass the exams.
- 5 The University cannot guarantee that students will be granted admission to any future programs. Speak to an Advisor about transfer credit opportunities and see the University Catalog for the Prior Learning Assessment policy.
- 6 Source: [www.timeshighereducation.com/student/best-universities/best-public-universities-united-states](http://www.timeshighereducation.com/student/best-universities/best-public-universities-united-states). Rankings apply to Purdue University West Lafayette and not to Purdue Global.
- 7 Source: U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook*, Secretaries and Administrative Assistants and Medical and Health Services Managers. National long-term projections may not reflect local and/or short-term economic or job conditions, and do not guarantee actual job growth.
- 8 Purdue Global cannot guarantee employment or career advancement. Prior experience may be necessary for leadership positions. Additional certification or licensing may be required to work in certain fields.
- 9 This testimonial was obtained by Kaplan University. Purdue University acquired Kaplan University in March 2018 and created Purdue University Global, which is following the same curriculum format and instructional delivery methods as developed and used by Kaplan University. The views and opinions expressed are those of the individual; experiences may vary.