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.

PURDUE UNIVERSITY® GLOBAL

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.[1] 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.[2]

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.[3]

TAKE THE NEXT STEP IN YOUR EDUCATION AND CAREER

PREPARE FOR CERTIFICATION

Keep building your credentials—the program prepares you for the following[4]:

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.[5]

Medical Office Administration Certificate	→	Bachelor's Degrees	→	Master's Degrees
		Health Care Administration		Health Care Administration
		Health Information Management		Health Information Managment

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*.[6]

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[7]

- 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[8]

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[9]

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 HLCommission.org or call 800-621-7440.

Military Friendly

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

MILITARY ADVANCED EDUCATION & TRANSITION TOP COLLEGES & UNIVERSITIES 2018

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.