

Medical Office Administration Certificate

School of Health Sciences

Prepare to Become an Important Part of a Medical Office Team.

At the center of many busy medical offices is a team of trained professionals who keep track of patient records, medical documents, and other office matters.

Kaplan University's Medical Office Administration Certificate could help you develop your talent to become one of these professionals.¹ Pursue a certificate that is designed to help you develop the communication, clinical, and organizational skills to become a medical office manager.

Our goal is to create a dynamic environment for online learning, allowing you to access our user-friendly classes virtually anywhere you have an Internet connection.

WHAT'S INSIDE:

- › [Career Outcomes](#)
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- › [Kaplan University Overview](#)

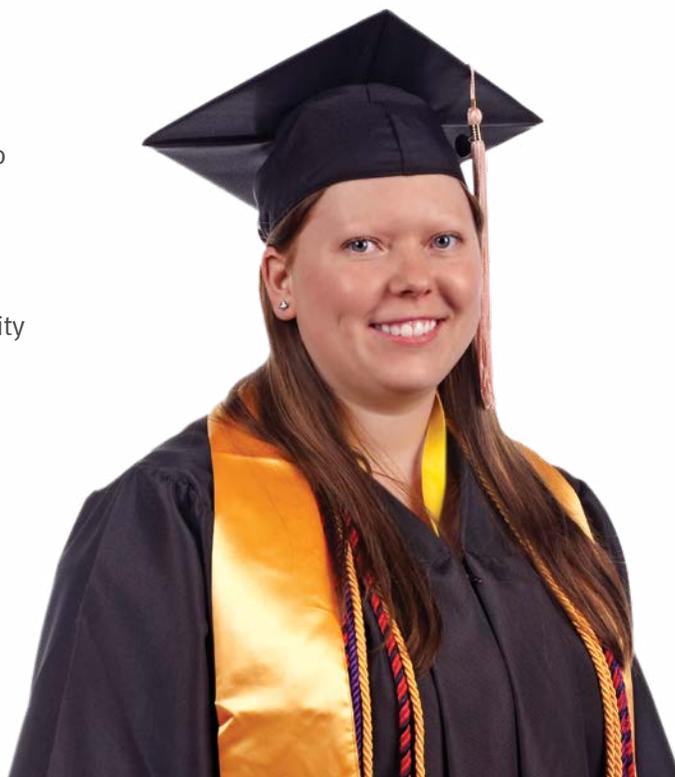
Enroll today. Contact an Admissions Advisor at **866.318.2694 (Toll Free)** or visit www.kaplanuniversity.edu.



Well-Qualified Medical Secretaries Are Expected to Be in Demand.

According to the U.S. Department of Labor, long-term national job growth for medical secretaries is projected to be 21% between 2014 and 2024, resulting in an estimated 108,000 job openings.² Demand is expected to be driven by growth of the health care industry due to an aging population and federal health insurance reform.

Now could be the right time to enter the medical office administration field. Pursue a certificate from Kaplan University to make the most of your talent and these industry trends.



Develop the Skills to Help You Succeed

The Medical Office Administration Certificate is designed to help you qualify for the position of medical administrative specialist or medical secretary.¹ Duties for these positions could include medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office management tasks.

Through comprehensive coursework, you could develop the skills to enter this growing field.² Because medical office administration students are required to complete an externship at a real-world health care facility prior to graduation, you will have the opportunity to gain valuable on-the-job experience.

Career Opportunities May Exist In:

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

Potential Day-to-Day Activities:

- Appointment management and scheduling
- Medical records management
- Insurance processing
- Insurance coding and billing
- Financial management
- Clerical and administrative functions
- Office operations management
- Visitor greeting and direction
- Patient interviewing
- Technical library management

Knowledge to Help You Prepare for the Career You Want

Kaplan University's Medical Office Administration Certificate program is designed to prepare students with the knowledge, technical skills, and work habits to pursue entry-level positions in medical offices.¹ Graduates of the program may be eligible to take the examination given by the American Medical Technologists to become a Certified Medical Administrative Specialist (CMAS), the Certified Coding Associate (CCA) examination sponsored by the American Health Information Management Association (AHIMA), or the National Certified Medical Office Assistant (NCMOA) examination given by the National Center for Competency Testing.³

Kaplan University's program curriculum emphasizes:

- Professionalism, effective communication skills, and patient instruction
- Exhibition of proficiency in clerical and administrative functions required of a medical secretary
- Integration of knowledge from behavioral and biological sciences as a basis for allied health practice
- Embodiment of professional behaviors as defined by the discipline of medical office management
- Employment of the highest standards and ethical and legal values in medical office management

Program Detail

Medical Office Administration Certificate

› Credit Hours: 57

Program may not be available in all states. Contact an Admissions Advisor for details.



Here Is What One Faculty Member Had to Say

Jennifer Claire, BS, MSHS, MPH, AHI⁴

› School of Health Sciences Full-Time Faculty

“ I have worked in the medical field for over 20 years and have taught medical assisting and medical office management for over a decade. I can honestly say that Kaplan 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. The instructors in this program are caring, dedicated, and more importantly, all have years of work experience in the medical field. ”

Views and opinions stated herein are the individual's and not necessarily those of Kaplan University. Individual student schedules and experiences may vary. This testimonial was solicited by Kaplan University.

Kaplan University—A Different School of Thought®

We Stand Behind Our Academic Quality. Try Our Classes Before You Owe Any Tuition.

Kaplan University wants you to make an educated decision about your education. As a new student, the Kaplan CommitmentSM gives you a chance to experience real classes before deciding if you will stay and pursue your studies. If you withdraw during the introductory period, you will have no financial obligation beyond the application fee.⁴

Why Kaplan University?

Our programs are designed to offer you the freedom to grow and pursue your goals. We offer:

- Online classes that allow you to study virtually anytime, anywhere you have an Internet connection.
- Personal advisors to help you select the courses to meet your goals.
- A portfolio development course that could help translate your work and life experiences into college credit.⁵

Other Programs

In addition to this program, Kaplan University also offers:

- Medical Assistant Certificate
- Medical Billing and Coding Certificate

Note From Dean

“Education is about opportunity, and a health sciences education offers you the opportunity to gain exposure to a rapidly changing field. At Kaplan University’s School of Health Sciences, we are committed to providing the training and skills to help you begin or advance a career in the health field. I hope you will join us.”



Dr. Keith L. Smith
Dean, School of
Health Sciences



IMPORTANT INFORMATION—PLEASE READ

For comprehensive consumer and gainful employment information, visit www.kaplanuniversity.edu/student-consumer-information.aspx.

1 Kaplan University’s programs are designed to prepare graduates to pursue the stated positions, which have varying responsibilities. However, Kaplan University cannot guarantee employment or career advancement. Additional training or certification may be required. In addition, job titles and responsibilities may vary from organization to organization.

2 Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, Secretaries and Administrative Assistants, www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm. National long-term projections may not reflect local and/or short-term economic or job conditions, and do not guarantee actual job growth.

3 Although certain programs at Kaplan University are designed to prepare students to take various certification or licensing exams, the University cannot guarantee the student will pass those exams. In some cases, field experience and/or background checks may be necessary to be eligible to take or to successfully pass the exams. Students should research the requirements in the state in which they intend to seek employment.

4 Classes count toward a degree if satisfactorily completed. No credits are earned if the student withdraws during the introductory period (3 weeks for undergraduate students), which begins day one of the first term. Students who choose to continue their studies at the University 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 catalog.kaplanuniversity.edu and www.kaplanuniversity.edu/Kaplan_Commitment.pdf. Application fee waived for campus and learning center students through December 7, 2017.

5 Kaplan University does not guarantee the transferability of credit. See the University Catalog for the Prior Learning Assessment Policy.

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