

# MEDICAL OFFICE MANAGEMENT

## CAREER OUTLOOK

Recent developments in office technology are certain to continue as they bring about further changes in the work of a Medical Office Manager. Employment growth in the health care and social assistance and legal-service industries should lead to average growth for Medical Office Management personnel. Numerous job openings will result from the need to replace workers who transfer to the occupations each year, in addition to those resulting from growth.



## PROGRAM OBJECTIVE

The Medical Office Management of the Institute is designed to prepare students for entry-level medical office support roles. Emphasis is placed on general secretarial skills and medical office knowledge and procedures. Microcomputer skills are developed to enhance office productivity, as it applies to Medical Office word processing, transcription, data entry, medical record filing, medical insurance billing, accounting and/or Medical Office Management. Students will also learn to navigate the world wide web, use search engines and establish an email account.

## OPPORTUNITIES

Students who successfully complete this Medical Office Management program can expect to obtain employment in health care institutions, large and small clinics, medical offices or health maintenance organizations. Job titles for medical clerical worker include: medical administrative assistant or manager, front office medical clerk, medical secretary, medical records clerk, medical receptionist, medical insurance billing clerk.

## TWO LOCATIONS:

**Main Campus** - 6435 Wilshire Blvd., Los Angeles, CA 90048

Phone 1-323-966-5444 — Fax 1-323-966-5455

**Branch Campus** - 14519 Sylvan St., Van Nuys, CA 91411

Phone 1-818-382-6000 — Fax 1-818-788-3997

### Program Outline

Computer Literacy  
Medical Terminology  
Medical Insurance Forms  
Medical Billing  
Medical Office Procedures  
Medical Clinical Procedures  
Math and Word Processing  
American Government or  
Cultural Studies  
Employment Preparation

### Accreditation

Los Angeles ORT College is nationally accredited by the Accrediting Council for Continuing Education and Training (ACCET).

LAORT is also VA recommended and WIA approved.



### Entrance Requirements

No High School Diploma Required

Pass Entrance Exam

Complete all Required Paperwork

Programs also available to non-immigrant students

### Financial Aid

Los Angeles ORT Technical Institute has been approved by the United States Department of Education and the State of California for financial aid programs. These programs and other scholarships are available to all students who qualify.