

## Program Components

The diagram below highlights the major topics covered in the program. Upon successful completion, the graduates receive Associate of Applied Science Degree in Medical Office Management. For complete and detailed information please refer to the college catalog.



## Career Opportunities

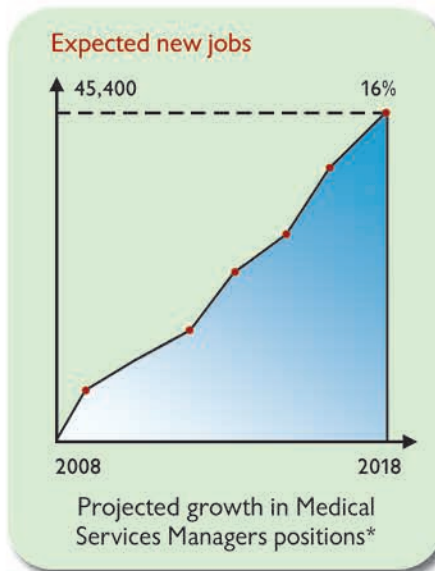


Health Care Institutions • Medical Offices • Hospitals • Clinics  
 Clinical Offices • Health Care Maintenance Organizations (HMO)

## Our Mission

ORT's mission is to meet the educational and vocational needs of diverse students in the shortest time possible in a supportive, caring atmosphere. Further, the mission is to provide technical skills and knowledge necessary for employment and career advancement.

Success is measured by meeting or exceeding student, employer, and community expectations, and is shown by continued referrals and recommendations, employment of our students and pride in the accomplishments of ORT among the community and the pool of volunteers.



\*Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-11 Edition.

## Career Outlook

According to U.S. Department of Labor, Employment of medical and health services managers is expected to increase by 16%, and to grow faster than the average for all occupations through 2018. The healthcare industry will continue to expand and diversify, requiring managers to help ensure smooth business operations. Managers will be needed to oversee the computerization of patient records & to ensure their security. Medical and health services managers also will be employed by healthcare management companies that provide management services to hospitals and other organizations & to specific departments such as emergency, information management systems, managed care contract negotiations & physician recruiting.



## Program Objective

The curriculum is designed to meet the needs of individuals who desire to work in medical setting. The students learn the skills needed to work in the front and back office of health care institutions, hospitals, clinics, medical offices or health maintenance organizations. The students learn computer skills and applications, medical terminology, medical billing, medical insurance and coding, medical records and clinical skills. Medical office procedures provide the student the skills needed to interact with doctors, nurses and other specialists. Medical Anatomy and physiology is covered to provide the students a broader understanding of the human body as it relates to the clinical procedure. An externship at the end of the student's study puts into practice what the student needs to learn in a real world setting.

## Program Length

This program may be offered in the morning, afternoon, or evening sessions. The morning and afternoon sessions are taught 5 days per week (Monday through Friday) for approximately 48 weeks of instruction. In the evening session, this program is taught 4 evenings per week (Monday through Thursday) for approximately 76 weeks of instruction. This is a 65 semester credit hour program with 1200 instructional hours.