

Medical Office Administration

Online 20-MONTH SPECIALIZED ASSOCIATE DEGREE



Medical offices, like all businesses, need qualified professionals to keep operations moving along efficiently. Medical office administration encompasses all of the managerial and support roles that provide administrative services in a medical office setting, including records and billing clerks, receptionists, office managers, and administrative assistants. Laurel's program is designed to develop advanced medical secretarial skills and a specialized knowledge of medical office procedures.

Gain desired skills in:

- ◆ General office skills
- ◆ Medical office procedures
- ◆ Medical insurance
- ◆ Coding procedures
- ◆ Scheduling appointments
- ◆ Billing patients
- ◆ Compiling and recording medical charts, reports, and correspondence.

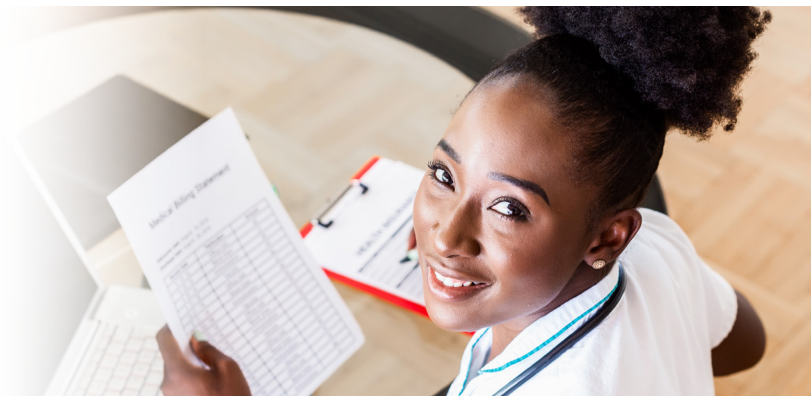
Our online program was constructed to provide graduates with the knowledge and specific skills needed to obtain employment in one of the fastest-growing occupations in the healthcare environment.



CONTENT COURSES

(For complete course outlines, see our program catalog at laurel.edu)

- Medical Terminology
- Anatomy & Physiology
- Coding Essentials
- Office Technology
- Electronic Medical Records
- Pharmacology
- Medical Law & Ethics
- Computerized Medical Billing
- Human Resource Management
- Medical Office Procedures
- Customer Service
- Applied Finance



Ready to start your application?
Scan this QR code with your
smartphone to begin! Or go to

laurel.edu



* Students who complete this program will receive
Specialized Associate Degree (Occupational)