



Diploma

MEDICAL OFFICE ADMINISTRATION

Program available at all campuses

These professionals need to understand medical terminology and basic healthcare procedures. They are responsible for information management, medical and office supply purchases and in some cases, project management. They process insurance forms, prepare reports and assist physicians with various presentations or articles. Using their knowledge of medical procedures and customer service, they record medical histories and schedule patients for hospitalization or other procedures.



Program Objective

The objective of this program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level office Medical Assisting and Medical Office Administration positions.

The emphasis is on administrative skills including medical terminology, medical insurance, and medical office procedures. Instruction in anatomy and physiology, as well as law and ethics are covered. The graduate will have a well-rounded skill-set to present to potential employers.

An externship provides the student with valuable work experience using the administrative and hands-on skills learned in the classroom.

Employment Outlook

According to the Bureau of Labor Statistics, the occupation of Medical Office Administrators is projected to grow much faster than average of all occupations through 2024— **an employment increase of 10-15%**.

**These national statistics are not geographically assigned. For more information, please see IBMC's Career Services Department.*

Course Area / Minimum Credit Hours

BUSINESS / 8

- (4) BUS112 Introduction to Business & Customer Service
- (4) CMS111 Career Marketing Strategies

COMPUTER SKILLS / 6

- (3) CIS110 Fundamental Computer Skills
- (3) CIS121 Introduction to Spreadsheets

MEDICAL BILLING & CODING SKILLS / 8

- (4) BCS175 Principles of Insurance/ Reimbursement
- (4) BCS177 Medical Billing & Collections

MEDICAL SKILLS / 29

- (4) MAP110 Medical Terminology
- (4) MAP120 Basic Principles of Medical Office
- (4) MAP121 Anatomy & Physiology: Structure & Movement
- (4) MAP122 Anatomy & Physiology: Control & Metabolism
- (4) MAP123 Anatomy & Physiology: Circulation & Life
- (4) MAP185 Medical Law & Ethics
- (5) MAP210 Externship

GENERAL EDUCATION / 4

- (4) PSY107 Psychology of Success

TOTAL CREDITS / 55

Instructor/Student Ratio:

- Theory class (medical): 1 instructor per 30 students
- Lab class (medical): 1 instructor per 16 students
- Theory class: 1 instructor per 30 students
- Lab class: 1 instructor per 16 students

Career Potential

Graduates are employed by/may work as: medical office administrators, doctor's offices, hospitals, laboratories, health departments, medical secretaries, insurance companies, medical assistants.



- Fort Collins
- Greeley
- Longmont
- Colorado Springs
- Cheyenne

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