

ASSOCIATE DEGREE*

MEDICAL OFFICE MANAGEMENT

Manage An Exciting Career.

Keeping a medical office functioning requires great skill and training. The Carrington College® Medical Office Management program helps provide just that. Our students study a mix of general education and business management courses, including office management & procedures, customer service, general psychology, business math and accounting. Students learn to manage and supervise a medical-office staff, as well as develop, plan and implement policies and procedures. The program culminates in an Associate of Science degree or an Associate of Occupational Studies degree (Spokane only).

According to the U.S. Bureau of Labor Statistics, employment of medical and health service managers is expected to grow 23% from 2012-2022.†



Duties May Include:

- Planning, directing, coordinating and supervising the delivery of health care
- Assisting administrators direct activities in clinical areas, such as nursing, surgery, therapy, medical records and health information
- Recruiting, hiring and training new employees
- Conducting performance appraisals
- Analyzing consumer demographics and psychographics
- Handling customer complaints
- Maintaining secure records management

Possible Employment Opportunities:

- Physicians offices
- Hospitals
- Nursing homes
- Private health care facilities

For comprehensive consumer information visit carrington.edu/cc/mom

* Program availability varies by location. Carrington College reserves the right to update information as it becomes available. Information is current at the time of printing. For the most updated information, visit carrington.edu.

† Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook (2014-15 Ed.)



**CARRINGTON
COLLEGE®**

**877-623-1442
CARRINGTON.EDU**

ASSOCIATE DEGREE - MEDICAL OFFICE MANAGEMENT

Student Learning Outcomes

Upon completion of the Medical Office Management program, graduates will be able to:

- Manage and supervise personnel in a medical office setting.
- Plan and implement office procedures.
- Develop medical office policies.
- Demonstrate proficiency in critical thinking and information management.

Admission Requirements

In addition to meeting the College's standard admission requirements, candidates must:

- Provide official transcripts evidencing graduation from an onsite, allied health education program accredited by an accrediting agency recognized by the US Department of Education. A minimum of 30 semester credit hours must have been successfully completed with a passing grade.

PROGRAM REQUIREMENTS – Albuquerque, Mesa, Phoenix, Spokane, Tucson

General education courses may be taken online* in any order during any semester.

Medical Office Management		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
ENG 113	English Composition I†	45	0	0	3
COM 131	Introduction to Communication†	45	0	0	3
SOC 113	Introduction to Sociology†	45	0	0	3
PSY 113	General Psychology†	45	0	0	3
MAT 113	College Mathematics†	45	0	0	3
MOM 202	Customer Service	45	0	0	3
MOM 204	Human Resources	45	0	0	3
MOM 206	Business Math and Accounting	45	0	0	3
MOM 208	Introduction to Computer Applications for Business	45	0	0	3
MOM 210	Office Management and Procedures	45	0	0	3
Total Hours and Credits		450	0	0	30
Required Transfer Credits					30
Total Requirements for Degree		450	0	0	60

*The Mesa campus offers general education courses both onsite and online.

†General education course

Approximate time to complete degree-completion program: 40 weeks