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MCCSC Adult Education  
at Broadview Learning Center

Monroe County Community School Corporation

# Adult Education CERTIFICATION CLASSES

## Medical Office Manager



Spring 2021

### Registration Form: Medical Office Manager, Spring 2021

Name \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Social Security last 4 digits \_\_\_\_\_

- I have:  a high school diploma or equivalent    AND     proficient keyboarding skills  
 Form of payment enclosed  
 Check or money order payable to MCCSC  
 Copy of WorkOne training voucher with name of WorkOne case manager \_\_\_\_\_  
 Company purchase order (company name \_\_\_\_\_ PO number \_\_\_\_\_)  
 I am qualified for funding as a NextLevelJobs job seeker.

Detach and mail by March 5, 2021 to: MCCSC Adult Education, Broadview Learning Center

705 W. Coolidge Dr., Bloomington, IN 47403

Or e-mail to [rmoore@mccsc.edu](mailto:rmoore@mccsc.edu)



NextLevelJobs  
INDIANA



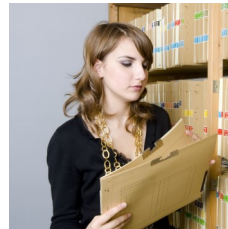
## Medical Office Manager

As a Medical Office Manager (also called a Medical Office Secretary or Medical Office Assistant), you'll keep healthcare offices running efficiently and effectively. This is a highly-rewarding profession - and not only monetarily. Medical office personnel are often the first to greet and help patients, and can help set the stage for a patient's experience.

In addition to the Certified Medical Administrative Assistant (CMAA) credential, you will also study for the Microsoft Office Specialist certification in Word.

Topics you will study:

- Patient scheduling procedures
- Patient intake procedures
- Medical office logistics
- Compliance guidelines for records and safety
- Patients' rights and responsibilities
- Microsoft Word
- General office policies and procedures
- Basic medical terminology



### Medical Office Manager Course Information

<b>Days:</b>	Mondays through Thursdays
<b>Dates:</b>	March 22—May 27, 2021 (No class May 4)
<b>Time:</b>	9:00 am—12:00 pm
<b>Location:</b>	Broadview Learning Center , Room 140 705 W. Coolidge Dr., Bloomington, IN 47403
<b>Tuition:</b>	<u>FREE</u> to qualified NextLevelJobs participants. \$1,518 for others. Includes materials and certification tests.
<b>Phone:</b>	(812) 330-7731
<b>Register by:</b>	March 5, 2021
<b>Refunds:</b>	No refunds after first day of class.
<b>Requirements:</b>	High school diploma or equivalent. Proficient keyboarding skills. TABE Reading and Language scores at 8.0+.

### Why Certify with National Healthcareer Association®?

Medical office careers are among the fastest-growing careers in America. By becoming a Certified Medical Administrative Assistant (CMAA), you'll have the recognized credentials healthcare employers are searching for now. Don't wait a moment longer to change your life — start your path to becoming a Medical Office Manager!

Many employers prefer and various states require their workers to obtain certifications. NHA certification indicates that professionals have met a nationally-recognized measure of competency and may lead to more job opportunities, a higher pay scale, and greater job security.

### Occupations for graduates of Medical Office Manager programs in Indiana: Selected Labor Market Information

Occupation	Hourly wages	Employment			
		2012	2022	Total growth	Total openings
Medical Assistants	\$12.06	12,652	16,298	3,646	6,050
Medical Secretaries	\$12.23	12,857	16,425	3,568	5,115

- Total openings is the sum of growth and net replacements.
- Hourly wages is the 2012 Indiana median wage, which is midpoint between the lowest wage and the highest wage, for this occupation.
- For data questions, please contact [lmidata@dwd.in.gov](mailto:lmidata@dwd.in.gov).