

MEDICAL OFFICE MANAGER PROGRAM Student Record

For Office Use Only

REQUIRED COURSES

(all five courses required)

REQUIRED COURSES (13)

- Beginning ICD-9-CM Diagnosis Coding for the Medical Practice _____
- Effective Interpersonal Communication Skills _____
- Medical Terminology _____
- Practical Record Keeping & Bookkeeping _____
- Legal Aspects of Medical Office Mgmt _____
- Supervisory Skills _____
- Beginning CPT/HCPS Procedural Coding for the Medical Practice _____
- Intermediate Coding for Physician Office Coding: Specialty Specific _____
- Organizational Behavior _____
- Professional Business Writing _____
- Chart Reviewing for Physician Office Coders _____
- Advanced Physician Office Coding & Certified Coder Exam Prep _____
- Basic Anatomy & Physiology for Medical Managers _____

DATE COMPLETED

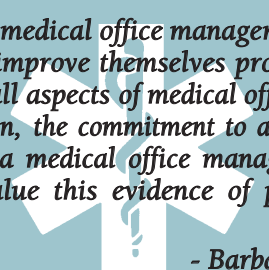
ELECTIVES (SELECT2)

- Accounting _____
- Attitude & Self Assertiveness _____
- ICD-9-CM Hospital Coding _____
- Medical Records & Filing Management _____
- Microsoft Word _____
- Microsoft Access _____
- Leadership: Get ready, Get Set...Lead _____
- Business Law _____
- Payroll Accounting I&II _____
- Management Skills for the Medical Office _____
- Practicum _____
- Computer & Internet Fundamentals _____

DATE COMPLETED

CERTIFICATE ISSUED:

"The students in the medical office manager program are people who are seeking to improve themselves professionally by being prepared to handle all aspects of medical office management. By obtaining certification, the commitment to achieve more than the basic expectation of a medical office manager is expressed. An employer should value this evidence of professionalism and dedication."



- Barbara Cochrane

PLEASE NOTE: Students working on two or more certificate programs may not apply the same courses to more than one program. Substitutions must be made in order to meet minimum classroom contact hours. Students are under the certificate curriculum in effect at the time of their application into the program until they finish the program. Course changes made after the application DO NOT affect your curriculum requirements. **ATTENDANCE POLICY:** Maximum of two excused absences per class.

FOR STUDENT'S USE: Use the form below to track your progress in the program

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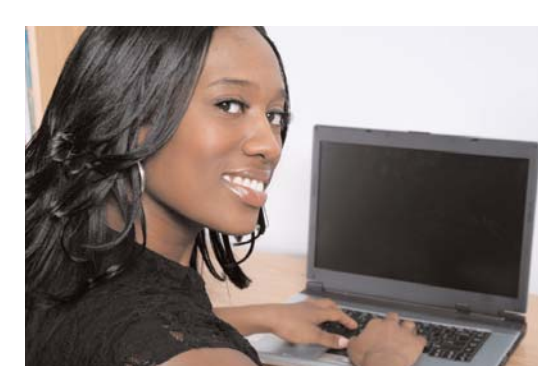
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CERTIFICATE ISSUED:



2001 Old Bay Front Drive, Mobile, Alabama 36615-1427
TEL: (251)431-6405 / FAX: (251)431-6461
www.usacontinuinged.com

Medical Office Manager



MEDICAL OFFICE MANAGER PROGRAM

About the Program

The Medical Office Manager Program resulted from a need in the medical community for persons with qualified training who are capable of managing the medical office. Through this program, the student receives in-depth training in areas such as billing and collections, personnel management, medical-legal affairs, use of computerized record keeping, medical records, as well as general management skills.

Traditionally, the medical office was managed by a secretary or clerk who received on-the-job training. With the complexities of specialization, however, and the rapid growth experienced in the medical field, the current trend is for a medical office to have a fully trained manager. These vary in background and education and specialized training. This program is designed to give training to all levels of education and provide a certificate of completed formal training in medical office management.

Courses in the program are intended to provide realistic life experiences rather than being totally theoretical in nature. Case studies are practical tools which are used to familiarize students with actual medical office management skills.

Program Features

- All classes are instructed by local medical professionals.
- All classes are held on USA's main campus.
- Classes are offered four times a year and grades are issued at the end of each term.
- The Medical Office Manager Program is administered through USA's School of Continuing Education and Special Programs.
- Courses are offered in the evening for the convenience of working professionals. USA also offers specialized seminars and workshops for medical professionals.
- The Special Courses office is often contacted by medical firms for referral purposes.
- Continuing Education Units (CEUs) are awarded for all program courses.

Course Curriculum

The program consists of thirteen (13) required courses, with no more than two excused absences per class, and two (2) elective courses in the medical office manager curriculum. Course work must be completed within five years. •The Medical Office Manager Program is administered through USA's School of Continuing Education and Special Programs.

Admission/Application

A high school diploma is required for admission into the certificate program.

To apply, send:

- Completed Application Form
- Copy of diploma or GED certificate,
- \$25 non-refundable application fee to:

USA Special Courses
2001 Old Bay Front Drive
Mobile, AL 36615-1427

FAX: (251) 431-6461
E-mail: sallison@usouthal.edu
www.usacontinuinged.com

Students will be notified upon acceptance into the program.



General Information

Registration: The Certificate Program normally takes two and a half years to complete depending upon the student's choice of classes and the number of classes taken. Course information is included in a non-credit catalog and distributed four times annually. At least three or more required courses are offered each term. Registration and payment of course fees is required in advance. Many businesses provide tuition reimbursement for professional development training. To receive a course catalog, call the Special Courses office at (251) 431-6405.

Attendance Policy: A maximum of two excused absences may be taken within a course unless prior arrangements are made with the instructor.

Cancellations/Refunds: The University of South Alabama reserves the right to cancel any courses that do not have sufficient enrollment. A full refund will be given to registrants. Failure to attend classes does not constitute withdrawal. Special Courses must be notified of intent to withdraw either by phone (431-6405) or in writing. If withdrawal is made one working day prior to the first class meeting, a full refund will be given. **We cannot make refunds on the date the class begins.**

For further information, call the Special Courses office at: (251) 431-6405.

"I think the Medical Office Manager Certificate Program would be an asset to any person's resume. There was one student who worked for a local physician's office who completed the program and became the office manager for that office making a very good income. Anyone looking to further their education but does not feel that a four-year college degree is for them would find this program to be very advantageous and profitable."

- Kimberly Cannon

Medical Group Management Association of Alabama Mobile Chapter, Inc.

The goal of the Mobile Chapter of the Medical Group Management Association of Alabama is the improvement of health care delivery through professional management. The objectives of the Association are: 1) to promote the concept of professional management, 2) to provide a forum of discussion of management problems, 3) to provide a mechanism for exchange of information and 4) to interact with other organization in accomplishing these goals.

Activities include monthly luncheons with topics of interest presented by invited guests; professional development workshops/seminars; and an annual meeting of the membership for election of officers. Social functions are also planned during the year.

Participants in USA's Medical Office Manager Certificate Program are eligible for membership in the Association in the Student Member category. A student membership in the Association can be a valuable asset to USA's MOM participants, as it provides an opportunity to network and develop an understanding of Mobile's medical office community and how it functions.

For application information, write to:
Medical Group Management Association of Alabama (MGMA)
Mobile Chapter, Inc.
P.O. Box 161350
Mobile, AL 36616

MEDICAL OFFICE MANAGER PROGRAM Application

Personal Information

Legal Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (home) _____ (work) _____

(cell) _____

Email: _____

Place of Employment: _____

Social Security Number: _____

Employment Information

Number of years of employment in medical field: (if applicable): _____

Briefly describe experience in medical office work: _____

Briefly describe experience in supervisory work: _____

Educational Background

Highest degree attained:

High School Diploma Institution: _____ Date: _____

Associate Degree Institution: _____ Date: _____

BA or BS Degree Institution: _____ Date: _____

Masters Degree Institution: _____ Date: _____

Other: _____

List any course(s) you have taken and passed within the last three years which you think might apply toward the Medical Office Manager Certificate Program (include transcript/verification letter).

Course: _____ Institution: _____ Date: _____

Course: _____ Institution: _____ Date: _____

Course: _____ Institution: _____ Date: _____

Payment Information (\$25 non-refundable application fee)

Check enclosed Bank name: _____ Check # _____

VISA MasterCard American Express Discover

Card #: _____

Exp. Date: _____ Cardholder's Name: _____

Cardholder's signature: _____

**Remember to include: copy of diploma or GED
and \$25 non-refundable application fee.
Mail to: USA Center for Continuing Education
2001 Old Bay Front Drive
Mobile, AL 36615-1427
FAX: (251)431-6461**

The University of South Alabama provides equal educational opportunities to and is open and accessible to all qualified students without regard to race, color, creed, national origin, sex, or qualified handicap/disability, with respect to all of its programs and activities.