

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL OFFICE MANAGEMENT

SCHOOL OF HEALTH SCIENCES



BECOME AN IMPORTANT PART OF A MEDICAL OFFICE TEAM

At the center of every busy medical office is a team of trained professionals that keep track of patient records, medical documents, and other office matters. Kaplan University's Associate of Applied Science in Medical Office Management could help you develop your talent to become one of these professionals.¹ Pursue a degree that is designed to help you acquire the communication, clinical, and organizational skills needed to become a medical office manager.

WHAT'S INSIDE:

- ▶ Career Outcomes
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- ▶ Kaplan University Overview

To enroll, call your Admissions Advisor today. For more information, visit studentcenter.kaplan.edu.

A different school of thought.®



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WELL-QUALIFIED MEDICAL SECRETARIES ARE IN DEMAND

According to the U.S. Bureau of Labor Statistics, health care could generate an estimated 3.2 million new wage and salary jobs through 2018, more than any other industry.² Furthermore, employment of medical secretaries is expected to increase by approximately 27 percent in that same time period, faster than the average for most occupations.³

Now could be a great time to enter the medical office management field. Pursue a degree from Kaplan University to make the most of your talent and these industry trends.



WE CAN PREPARE YOU FOR A REWARDING CAREER

An Associate of Applied Science in Medical Office Management is designed to help you qualify for the position of medical administrative specialist.¹ Duties for this position could include medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office management tasks.

Through rigorous coursework, you could develop the skills needed to get ahead. Because medical office management students are required to complete an externship at a real-world health care facility prior to graduation, you will have the opportunity to gain the valuable on-the-job experience many employers demand.

Career opportunities for medical office managers may exist in:

- Doctors' offices
- Medical facilities
- Hospitals
- Insurance offices
- Pharmaceutical companies
- Labs

DAY-TO-DAY ACTIVITIES WILL VARY, BUT SOME OF THE TASKS THAT GRADUATES COULD PERFORM INCLUDE:¹

- Appointment management and scheduling
- Medical records management
- Insurance processing
- Insurance coding and billing
- Financial management
- Clerical and administrative functions
- Office operations management
- Visitor greeting and direction
- Patient interviewing
- Technical library management
- Telephone operation



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GAIN THE KNOWLEDGE YOU NEED TO MEET INDUSTRY DEMAND

Kaplan University's **Associate of Applied Science in Medical Office Management** program is designed to prepare students with the knowledge, technical skills, and work habits required to pursue entry-level positions in medical offices.¹ Graduates of the program may be eligible to take the examination given by the American Medical Technologists to become a Certified Medical Administrative Specialist.⁴

Kaplan University's program curriculum emphasizes:

- Professionalism, effective communication skills, and patient instruction
- Exhibition of proficiency in clerical and administrative functions required of a medical secretary
- Integration of knowledge from behavioral and biological sciences as a basis for allied health practice
- Embodiment of professional behaviors as defined by the discipline of medical office management
- Employment of the highest standards and ethical and legal values in medical office management

Program Detail

Associate of Applied Science in Medical Office Management

- Credit Hours: 91



HERE IS WHAT ONE STUDENT HAD TO SAY

Michelle Parmeter⁵

• Kaplan University Graduate, January 2009

“ I honestly, wholeheartedly can say I feel very confident in the quality of the education I received from Kaplan. I recommended my husband to go...He now attends Kaplan because he was able to see the changes that happened in me, the confidence that I take with me now. Kaplan University has been huge in my achieving my goals...I am the first person in my family to ever graduate with a bachelor's degree...I have four little girls and it was important for me to show them that it could be done...Kaplan has definitely made that possible. ”

KAPLAN UNIVERSITY—A DIFFERENT SCHOOL OF THOUGHT[®]

THE KAPLAN COMMITMENTSM—EXPERIENCE KAPLAN UNIVERSITY WITH NO TUITION OBLIGATION.

At Kaplan University, we are committed to your education, your goals—you. And, as part of our pledge to help you succeed, we're announcing a whole new way to try a Kaplan University degree program for yourself with no tuition obligation.

It's simple. You'll attend real classes for real credits. After an introductory period, if you decide we're right for you, and you meet our academic standards and other requirements, you'll continue on. If not, your obligation ends there. There's no tuition cost or other financial obligation, except for the nonrefundable application fee.⁶

WHY KAPLAN UNIVERSITY?

Our programs are designed to offer you the freedom to grow and pursue your goals. We offer:

- Online classes that allow you to study virtually anytime, anywhere you have an Internet connection.
- Personal Advisors to help you select the courses to meet your goals.
- Reduced tuition rates for active-duty service members and veterans.
- Scholarships for eligible Kaplan University students.
- A portfolio development course that could help translate your work and life experiences into college credit.⁷

Other Programs

In addition to this program, Kaplan University also offers:

- › Associate of Applied Science in Medical Assisting
- › Associate of Applied Science in Medical Transcription
- › Associate of Applied Science in Health Information Technology

IMPORTANT INFORMATION—PLEASE READ

¹ Kaplan University's programs are designed to prepare graduates to pursue employment in fields related to their subjects of study, such as the positions provided as examples. However, Kaplan University does not guarantee that graduates will be placed in any job, equipped to perform all the tasks noted, or eligible for job advancement opportunities. Additional training or certification may be required. In addition, job titles and responsibilities may vary from organization to organization.

² Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-11 Edition, Health Care, <http://www.bls.gov/oco/cg/cgs035.htm>. These employment projections are provided for informational purposes only. Long-term projections are not intended to predict short-term changes in employment demand due to the current economy.

³ Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-11 Edition, Secretaries and Administrative Assistants, <http://www.bls.gov/oco/ocos151.htm>.

⁴ Although certain programs at Kaplan University are designed to prepare students to take various certification or licensing exams, the University cannot guarantee the student will pass those exams. In some cases, field experience and/or background checks may be necessary to be eligible to take or to successfully pass the exams.

⁵ Views and opinions stated herein are the individual's and not necessarily those of Kaplan University. Individual student schedules and experiences may vary. This testimonial was solicited by Kaplan University.

⁶ Classes will count toward a student's degree if satisfactorily completed. No credits are earned if the student withdraws during the introductory period. The introductory period is five weeks, and begins on day one of the student's first academic term. If at any point during the introductory period a student chooses to opt out, he or she will have no other obligation to the University except for the application fee. Only available to new students; continuing students are not eligible.

⁷ Kaplan University does not guarantee the transferability of credit. See University Catalog for Prior Learning Assessment Policy.

Note From Dean

"Education is about opportunity, and a health sciences education offers you the opportunity to gain exposure to a fast-growing field. At Kaplan University's School of Health Sciences, we are committed to providing the training and skills you need to begin or advance a career in the health field. I hope you will join us."

Ginger Cameron

Ginger Cameron
Dean, School of Health Sciences



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