

Medical Office Assistant PROGRAM



Blackstone Career Institute's distance learning programs enable you to learn a new career at your own pace without disrupting your present job or lifestyle. Upon completion, you will have a Medical Office Assistant diploma, along with the skills and confidence necessary to obtain employment in one of the fastest growing career fields.

The Job of the Future

The expansion of the health services industry from technological advances in medicine and a growing and aging population will result in an increasing need for medical office assistants. The Occupational Outlook handbook foresees the profession of medical office assistants to be one of the fastest growing occupations through 2026.

Why Choose Medical Office Assistant

The Career

The job of a medical office assistant can be multi-faceted depending on the size and location of the practice. In a small practice, the assistant may handle all administrative duties whereas in a larger practice, there may be more specialized administrative positions.

Some of the duties of a medical office assistant include answering telephones; greeting patients; scheduling appointments, surgeries, and laboratory services; preparing new patient files; ordering office supplies; preparing purchase orders; handling billing and bookkeeping; preparing and filing medical insurance claims; and arranging for hospital admissions.

The result of employing trained, efficient office assistants is a smooth, well-run medical practice.

Job Opportunities

Medical office assistants will most likely secure employment in physicians' offices. Some will work in public and private hospitals and in offices of other health professionals, such as chiropractors and podiatrists. Other establishments needing medical assistants include outpatient care centers, public and private educational services, ambulatory healthcare services, state and local government agencies, medical and diagnostic laboratories, and nursing care facilities.

Employment Outlook

Service-oriented positions in the medical field continue to provide about half of the employment opportunities in the United States. rapid growth in the number of group practices, clinics, and other healthcare facilities will result in an increasing need for educated medical office assistants. In fact, employment of medical office assistants is expected to grow much faster than the average—up to 29 percent—for all occupations through the year 2026.

What You Can Earn

As with many careers, the earning potential of medical office assistants varies depending on factors such as experience, skills and geographic location. According to the U.S. Bureau of Labor Statistics, medical office assistants can earn up to \$45,310. Those working in general medical and surgical hospitals earn higher salaries over those working in other healthcare entities. Advancement opportunities for medical office assistants include becoming office managers or moving into administrative support occupations. With additional education, the opportunities are endless.

Certification

Students who graduate from Blackstone's Medical Office Assistant program are qualified to sit for the National Certified Medical Office Assistant (NCMOA) exam administered by the National Center for Competency Testing (NCCT). Certification provides further assurance of skills and knowledge to employers.



National Center for
Competency Testing

YOUR Program Overview

Units 1 through 18

1. Blackstone's Skills for Success
2. Introduction to Computers, Keyboarding and Office Technology
3. Anatomy and Medical Terminology 1-An Introduction
4. Anatomy and Medical Terminology 2
5. English Usage and Written Communication
6. Time and Stress Management
7. Anatomy and Medical Terminology 3
8. Anatomy and Medical Terminology 4
9. Administrative Medical Assisting 1
10. Administrative Medical Assisting 2
11. Professional Development and Medicolegal Ethics
12. Administrative Medical Assisting 3
13. Administrative Medical Assisting 4
14. Medical Office Practice 1
15. Medical Office Practice 2
16. Medical Office Practice 3
17. Creating an Effective Workplace Environment
18. How to Find a Job in Healthcare

What you receive WITH YOUR program

- Kinn's The Administrative Medical Assistant by Alexandra P. Adams, Elsevier
- Computers in the Workplace (CiMO) by Susan Sanderson, McGraw-Hill
- Stedman's Online Medical Dictionary for the Health Professions and Nursing
- Blackstone Typing Tutor
- Online Student Center
- Graduation Documents

A Blackstone Education Provides...

Superior Student Services

You are not alone when studying with Blackstone. While there is no formal campus or classrooms, we offer assistance to our students that is second to none.

Program Assistance

Our education department is simply a phone call, fax, or e-mail away if you need help with your course studies. Use our toll-free number to access our staff or e-mail your questions 24 hours a day, 7 days a week.

Thorough Testing

Eighteen multiple-choice exams, chapter self-checks, and a required keyboarding assignment assist us in assessing your understanding of the concepts taught. Online testing is available through our Online Student Center.

Ample Time

Students are permitted up to one year to complete the program. There are no formal classes to attend, so you can study when and where it suits you.

Affordable Tuition

Our Medical Office Assistant Program remains one of the most reasonably priced in the country. Your tuition cost covers your entire program including all e-books, electronic resources, study guides and study units, exam and homework evaluation services, access to the Online Student Center, and your diploma.

Financial Assistance

BCI takes the confusion out of understanding military education benefits. With career programs approved by both the Department of Veterans Affairs, and The Military Spouse Career Advancement Accounts Program (MyCAA), Blackstone offers assistance in receiving the benefits for which you are eligible.

Many employers offer benefit programs to reimburse employees for tuition expenses. Check with your employer to see if you are eligible.

Payment plans are available for financing your career training. Call Blackstone at 800-826-9228 to find out more today!

Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, discussion boards, and more.

The Blackstone Facebook Page

Become a member of one of the premier social networking sites to chat with other students and share career advice. This is a great tool to keep you up to date on the latest news from Blackstone. www.facebook.com/Blackstone Career Institute

The Blackstone Career Center

Provides job search strategies, a job search databank, and career resources.

LICENSURE, ACCREDITATION & MEMBERSHIPS

Blackstone Career Institute's credentials are your assurance that Blackstone meets quality educational and business standards set by reputable organizations that have assessed our programs and business operations. Blackstone is:

- Licensed by the State Board of Private Licensed Schools, Department of Education, Commonwealth of Pennsylvania
- Nationally accredited by the Distance Education Accrediting Commission, Washington, D.C.
- Regionally accredited by the Middle States Commission on Secondary Schools, Philadelphia, PA.
- An accredited member of the Better Business Bureau with a rating of A+
- Member of the Greater Lehigh Valley, PA Chamber of Commerce



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