



Medical Practice Manager

Application Packet

Please return completed application packet with required documentation to:

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Medical Practice Manager

12800 Abrams Road
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Health Professions Division

Career Overview

Medical Practice Managers oversee the administrative and/or clinical areas of physician offices, urgent care centers, surgery centers, and related health care organizations. They typically manage personnel, conduct marketing relations, oversee accounting services, ensure compliance with regulatory agencies, direct billing and coding, develop policies and procedures, supervise technology functions and perform other administrative functions for the organization.

Length and Cost of Training

This 736-hour program prepares the student with the skills needed to successfully work in the administrative area of a medical office. Students can expect to complete the program in approximately one year by attending day, evening or online classes on a full-time basis or within two years on a part-time basis.

Prerequisites

- Eligible to work in the US
- Minimum of 3 years professional business or healthcare experience
- Documentation or assessment of entry-level academic skills in reading, writing, and math
- Documentation or assessment of computer skills – Windows and MS Office

Coursework

Hours

Medical Terminology I (MDCA 1013)	64
Human Disease/Pathophysiology(MDCA 1002)	48
English Communications (HPRS 2032) OR	
Business English (POFT 1301)	48
Introduction to Accounting I (ACNT 1003) OR	
Introduction to Accounting I (ACNT 1303)	48
Medical Law/Ethics for Health Professionals (PBHL 1001)	16
Medical Insurance (MDCA 1043)	48
Computer Fundamentals (POFI 1004) OR	
Computer Fundamentals (POFI 1104)	64
Intermediate Accounting I (ACNT 1025) OR	
Intermediate Accounting I (ACNT 1325)	48
HumanResource Management (HRPO 2001) OR	
Human Resource Management (HRPO 2301)	48
Advanced Applications in Business (ITSC 2032)	16
Business Principles for Medical Practice Managers (BMGT 1091)	64
Computers in Health Care (HITT 1011)	32
Advanced Medical Coding (POFM 2010)	64
Practicum – Business Administration and Mgmt (BMGT 2070)	128

Course offerings vary by semester.

Clinical Requirement: Proof of medical insurance, liability insurance, CPR, immunizations, TB test, criminal background check and drug screen required.

Medical Practice Manager Admissions Checklist

Students are advised to collect the following documents and submit them to the Admissions Coordinator prior to registration in the first course in the curriculum.

- High school diploma, GED, or college transcripts
- Complete application packet
- Resume
- Evidence of 18 years of age
- College transcripts showing a “C” average or better in course work within the last five years or attainment of minimum scores on Accuplacer or equivalent test (See Health Professions Admissions Coordinator for Accuplacer appointment.)
 - 78 in reading comprehension
 - 80 in sentence skills
 - 55 in arithmetic
- Computer Skills Assessment (or documentation of previous computer skills training)

RICHLAND COLLEGE
Medical Practice Manager Program
Admission Process

All students interested in any Health Professions certificate are strongly encouraged to attend an information session. Students who intend to obtain the Medical Practice Manager certificate must complete the form below and provide additional documentation as listed on the previous page. All documents should be submitted to the Health Professions Admissions Coordinator (WH244) or Program Administrator (WH240) in Wichita Hall.. For additional information about the program and a schedule of Information Sessions, visit our website at www.rlc.dcccd.edu

Name: _____ Date: _____

Mailing address: _____

Home phone: _____ Additional phone: _____

Best time to call: _____ Email address: _____

Do you want to receive job postings, division and program information at the above listed Email address? YES NO

Class time preference: _____ Mornings (8:30 am – 12:30 pm)
_____ Afternoon (1:00 pm – 5:00 pm)
_____ Evenings (6:00 pm – 10:00 pm)
_____ Online

Prefer to attend: Full-time (5 classes per semester) _____ or Part-time _____

What is your anticipated start date: Fall _____ Spring _____ Summer _____

Have you attended college previously? YES NO

If Yes, list the institution and degrees awarded, or other coursework:

Are you sponsored through DARS, WIA or another entity? YES NO

Attach your resume and transcripts to this application and submit to the Health Professions Division at Richland College.