Career Services

IMBC's commitment to helping you find a career includes free access to services like:

- **Resume preparation**
- **Interview practice**
- **Tips on speaking to your strengths**
- **Help completing job applications**
- **Professionalism skill training**
- **Preparing a graduate portfolio**
- **Nationwide career placement assistance**

Accreditation

The Institute of Medical and Business Careers is institutionally accredited by the Accreditation Bureau of Health Education Schools (ABHES).

Keep Healthcare *Running*

Medical Office Administrators are dedicated professionals who perform support work to allow doctors, nurses and other medical professionals treat patients. The Medical Office Administration diploma program at IMBC can prepare you to handle front- and back-office responsibilities, including managing appointments, maintaining records and ensuring compliance.

- **Program Length:** 1 Year
- **Program Type:** Diploma
- **Format:** Online
- **Total Clock Hours:** 780

This 48-week program does not require an internship and can be completed entirely online. Additionally, there is no certification required to work in this field so you can get started immediately upon graduation.

IMBC
INSTITUTE OF MEDICAL & BUSINESS CAREERS

Medical Office Administrator



Call Today! 855.773.0758

Your Career Starts Here

IMBC.EDU

5739 West 26th Street, Erie, PA 16506



What does a Medical Office Administrator do?

Medical office administrators perform a wide range of administrative activities, such as organizing files, preparing documents, scheduling appointments, and checking in patients. Additionally, as an administrator, you may be responsible for helping order supplies, assisting other staff with various functions, mail, and record keeping. You might work with patients to record their medical histories, assist with arrangements for services such as hospitalization, or process insurance payments. The ability to be professional, provide excellent customer service, enter accurate data, multi-task, and maintain confidentiality are essential skills for a medical office administrator.

What types of places do Medical Office Administrators work at?

Medical Office Administrators might work at hospitals, doctors' offices, dental offices, nursing care facilities, or outpatient care centers.

Do Medical Office Administrators work with patients?

In many cases, Medical Office Administrators will work directly with patients, assisting them with check-in/check-out, scheduling, and customer service either in-person or over the phone.

Find Your S.P.A.R.K

Support

IMBC provides students, staff and instructors with a caring and supporting environment demonstrating our commitment and dedication to superior training and career outcomes.

Pride

With a positive attitude and by showing initiative, even when faced with challenges, we instill a sense of pride in our training.

Awareness

Our learning environment provides students with an awareness of appropriate ethical and responsible actions in their field of study and chosen career.

Responsibility

Students are encouraged to accept responsibility for their own actions and career advancement.

Knowledge

Students receive useful knowledge for their specific career goals with an emphasis on hands-on experience.



For more information visit our website at
imbc.edu/medical-office-administrator