

# Medical Office Administration Program

Medical Office Administrators are multi-competent professionals who are fundamental members of the healthcare team, and play a vital role in office management. If you're good with numbers and people, have an eye for details, and are well organized, you could excel as a Medical Office Administrator.

Duties of the Medical Office Administrators can include: opening and closing office procedures, creating and managing medical records, insurance coding and processing, and entry-level accounting.

Graduates of the Unitek College Medical Office Administration Program are fully prepared to provide exceptional patient administration and can excel at a rewarding career.

## OUR ADVANTAGES:

Experienced instructors

Continually updated curriculum

Advising on professional certifications

Financial aid available\*

Financing available\*

Complete program in 9 months



\* For those who qualify.

For more information about our graduation rates and other important facts, visit our Consumer Information page at: <http://www.unitekcollege.edu/disclosures>