



## **Medical Practice Manager**

*Application Packet*

Please return completed application packet with required documentation to:

Shannon Ydoyaga  
Program Administrator  
Sabine Hall room 184  
12800 Abrams Road  
Dallas, Texas 75243-2199  
shannony@dcccd.edu  
Phone: 972.238.6117  
Fax: 972.761.6793

# Medical Practice Manager

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[www.richlandcollege.edu/hp](http://www.richlandcollege.edu/hp)

## 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, Word, keyboarding of 25 wpm

### Coursework

### Hours

Medical Terminology I (MDCA 1013)	64
Human Disease/Pathophysiology(MDCA 1002)	48
English Communications (HPRS 2032) <b>OR</b> Business English (POFT 1301)	48
Introduction to Accounting I (ACNT 1003) <b>OR</b> 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) <b>OR</b> Computer Fundamentals (POFI 1104)	64
Intermediate Accounting I (ACNT 1025) <b>OR</b> Intermediate Accounting I (ACNT 1325)	48
HumanResource Management (HRPO 2001) <b>OR</b> 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
POFM 2010 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
- 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 Assessment test score (provided by division office)

**Students must attend an orientation session, obtain the signature of the program coordinator, and be able to provide proof of liability insurance, criminal background check and drug screen prior to registering for the clinical experience.**

**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 or Program Administrator, Sabine Hall room 180 and 184. For additional information about the program and a schedule of information sessions, visit our website at [www.RichlandCollege.edu/hp](http://www.RichlandCollege.edu/hp).

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)  
\_\_\_\_\_ On Line

As a Medical Practice Manager should have prior professional work experience preferably in a business or healthcare setting. Please list relevant work experience.

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Start month/year: \_\_\_\_\_ End month/year: \_\_\_\_\_

Job title: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Add pages if necessary.