MEDICAL OFFICE ADMINISTRATION

CAREER GUIDE

How to Use This Guide

- 1. Identify Your Path: Determine which area of Medical Office Administration interests you most.
- 2. Follow the Educational Path: Enroll in the corresponding VGCC programs and complete the necessary coursework.
- 3. Pursue Entry-Level Positions: Gain experience through internships or entry-level jobs while still in school.
- 4. Advance Your Career: Use the career ladder to plan your progression from entry-level to expert positions.

EXPERT EARS EXPERIENCE

ADVANCED -5 YEARS EXPERIEN

MID-LEVEL 3 YEARS EXPERIENCE

DIRECTOR OF ADMINISTRATION

\$68,000-\$72,000/year EDUCATION Masters

DIRECTOR OF BILLING

\$73,000-\$77,000/year EDUCATION Masters

DIRECTOR OF CODING

\$131,000-\$184,000-/year EDUCATION Masters

MEDICAL OFFICE MANAGER

\$52,000-\$58,000/year

EDUCATION

Medical Office Administration (General)

Associate Degree/Bachelor's

BILLING MANAGER

\$58,000-\$62,000year
EDUCATION
Medical Office Administration

Medical Office Administration (Medical Billing & Coding) Associate Degree/Bachelor's

MEDICAL CODING MANAGER

\$67,000-\$90,000/year EDUCATION

Medical Office Administration (Medical Billing & Coding) Associate Degree/
Bachelor's/Medical Coding Certification

MEDICAL RECORDS SPECIALIST

\$35,000-\$40,000/year EDUCATION

Medical Office Administrative Assistant Certificate/Medical Office Administration (General) Associate Degree

MEDICAL BILLER

\$36,000-\$40,000/year

EDUCATION

Medical Billing Certificate/ Medical Office Administration (Medical Billing & Coding) Associate Degree

CLINICAL DOCUMENTATION IMPROVEMENT SPECIALIST

\$51,500-\$67,000/year EDUCATION

Medical Coding Certificate/Medical Office Administration (Medical Billing & Coding) Associate Degree

MEDICAL OFFICE ASSISTANT

Certificate

\$30,000-\$34,000/year

EDUCATION

Medical Office Administrative Assistant

\$31,000-\$38,000/year

EDUCATION

Medical Billing Certificate

INSURANCE VERIFICATION SPECIALIST

MEDICAL CODER

\$41,000-\$45,000/year
EDUCATION
Medical Coding Certificate/Medical
Coding Certification

\$30,000-\$34,000/year Billing Certificate

MEDICAL OFFICE ADMINISTRATION

Data Sources: Median salary ranges for NC by position based on AI from Bureau of Labor Statistics, Glassdoor, Payscale, and Salary.com.

These are general examples of positions that might be found in this career track. Actual positions and salaries vary depending on the industry and individual company.