



**OKLAHOMA**  
**CareerTech**

## Badge Details

<b>Name</b>	8769 – Medical Assistant: Medical Office Management
<b>Description</b>	An instructional program that prepares individuals to support physicians by providing assistance during patient examinations, treatment administration and monitoring; by keeping patient and related health record information; and by performing clinical, administrative, and laboratory duties.
<b>Criteria</b>	<p><b><i>Candidates receiving this certification will take an exam with the following criteria:</i></b></p> <p>This exam is composed of 51 questions</p> <ol style="list-style-type: none"><li>1. 1- Profession and Role 12%</li><li>2. 2- Legal &amp; Ethical Issues 15%</li><li>3. 3- Office Environment 2%</li><li>4. 4- Medical Office Communication 10%</li><li>5. 5- Interpersonal Communication 10%</li><li>6. 6- Medical Records 10%</li><li>7. 7- Bookkeeping and Financial Functions 15%</li><li>8. 8- Insurance, Coding and Billing 26%</li></ol>