



# VETERINARY OFFICE MANAGER

## *Industry Facts*

*I was very impressed with what Career Step had to offer. Affordable pricing for a comprehensive program, combined with the support and flexibility I needed. A perfect choice!*

- Jessica C., Career Step Learner

### **What do veterinary office managers do?**

This program will prepare you to become a veterinary assistant and a medical office manager. Veterinary assistants work with animals daily. You'll also gain the market flexibility to work as a medical office manager in a veterinary clinic or in a variety of other medical facilities and move into a management role as you gain experience.

- Veterinary assistants feed, bathe, and exercise animals, disinfect examination and operating rooms, restrain animals during procedures, and nurse animals after surgery.
- Medical office managers keep the practice running smoothly, create and update electronic health records, manage the day-to-day operations of a medical facility, schedule and coordinate appointments, and verify insurance.

### **Where do veterinary office managers work?**

Veterinary assistants work primarily in veterinary clinics and practices. Medical office managers work in any type of medical facility. Graduating with both veterinary assisting and medical office manager training gives you the option to manage a veterinary office.

### **How much do veterinary office managers earn?**

How much you earn depends on what field you choose. Salaries and benefits will vary by employer, geographic location, and experience.

- Veterinary assistants earn between \$21,170 and \$30,460 a year on average.\*
- Medical administrative assistants earn a salary between \$27,710 and \$40,400 a year.\*
- When you combine these skills, a job as a veterinary office manager has an average salary of nearly \$46,000 a year.\*\*

### **Is the veterinary office manager field growing?**

Veterinary assistants are part of the rapidly expanding pet industry, valued at \$60 billion a year. Medical administrative assistants work in the rapidly growing healthcare industry. The U.S. Department of Labor estimates:

- The demand for veterinary assistants will grow to 16,000 new jobs before 2026.
- The medical office manager field will experience 22% new job growth before 2026.



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## *Program Details*

### *Program Overview and Approximate Completion Hours*

MODULE	Hours
Program Orientation	1
Computer Fundamentals	7
Microsoft Office Training Orientation	80
Word 2016: Beginner	10
Excel 2016: Beginner	5
Working as a Veterinary Assistant	7
Business Writing	5
Veterinary Assistant Foundations	14
Animal Safety and Nutrition	14
Client Management	16
Patient Management	18
Small and Large Animals	15
Pharmacy and Pharmacology	8
Laboratory and Surgical Procedures	14
Part 1 Final Exam Preparation	1
Working as a Medical Administrative Assistant	3
Keyboard Kinetics	10
Healthcare Structure and Organization	25
Medical Law and Ethics	5
Healthcare Documentation	10
Exploring Healthcare Reimbursement	25
Medical Word Building	15
Basic Anatomy	20
Mastering Medical Language	23
Grammar and Punctuation	10
Medical Office Procedures	20
Medical Office Management	20
Practice Finances	10
Part 2 Final Exam Preparation	1
<b>TOTAL</b>	<b>347</b>

### **Improve your life.**

In as little as 4 months, you can be prepared for a successful new career as a veterinary assistant and a medical office manager! Built on over 25 years of experience training high-quality healthcare professionals, this program helps you develop the knowledge and skills you need to get a good job and improve your financial stability.

### **Prepare for a better job.**

Our expert-designed program developed in collaboration with large employer partners, including images, exercises, learning games, and instructive videos to increase your understanding of key concepts. You will complete the training prepared to pass the Certified Medical Administrative Assistant (CMAA) exam.

### **Learn at home.**

Online training minimizes the challenges of taking time out to return to school. The online training format offers distinct advantages:

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Enjoy the flexibility to adjust the time and effort you devote to your coursework each day

### **Achieve success with live learner and career support.**

Our program is designed to help you accomplish your goal of getting a job. In addition to employer-trusted training and online flexibility, you'll also have one-on-one access to three support teams—learner support, technical support, and career support—to ensure you can complete your training and prepare for a better future! All of these support teams are committed to helping you:

- Complete your training quickly
- Prepare for national certification exams
- Successfully move into the workforce