

MEDICAL OFFICE MANAGEMENT

ASSOCIATE OF SCIENCE

Quarter Credit Hours Required = 96

Contact Hours Required = 1200

The Medical Office Management program is designed to prepare students for positions in the medical field, combining knowledge of automated medical office and patient contact. This program is designed to teach the student to work closely with doctors to organize and monitor patient care services. In addition, this program will focus on medical terminology, medical office procedures, and insurance billing.

Upon successful completion of this program, students should be able to

- function in a healthcare setting by providing clinical and administrative skills in a medical setting;
- prepare and maintain the examination treatment area under the supervision of a physician;
- manage a clinical office under minimal supervision;
- use computer technology and administrative skills in a healthcare environment;
- provide emergency care including Cardiopulmonary Resuscitation (CPR);
- provide the professional employer with strong computer and administrative skills leading to greater efficiency for the office, clinic, hospital, or other healthcare setting;
- describe relevant aspects of patient care, automated medical office administration, and insurance billing; and
- coordinate a successful job search.

		Lecture Hours	Lab Hours	Externship Hours	Total Hours	Quarter Credit Hours
FOUNDATION:						
AOM 1010	Keyboarding	20	40	0	60	4
EDU 1010	Learning Framework	40	0	0	40	4
EDU 1020	Career Exploration/Planning	40	0	0	40	4
AREA OF CONCENTRATION:						
BIO 1120	Anatomy and Physiology: Body Structures	40	0	0	40	4
BIO 1130	Anatomy and Physiology: Organs and Systems	40	0	0	40	4
BUS 1000	Introduction to Business	40	0	0	40	4
BUS 1410	Principles of Accounting I	40	0	0	40	4
BUS 2760	Personnel Management	40	0	0	40	4
MEA 1010	Clinical Office Procedures I	20	40	0	60	4
MEA 1020	Clinical Office Procedures II	20	40	0	60	4
MED 1010	Medical Terminology	40	0	0	40	4
MED 1080	Medical Office Procedures	20	40	0	60	4
MED 1140	Medical Law and Ethics	40	0	0	40	4
MED 1150	Pharmacology and Drug Administration	20	40	0	60	4
MED 1840	Medical Insurance Procedures	40	0	0	40	4
MED 1850	Medical Insurance Applications	20	40	0	60	4
MED 2500	Medical Office Management Certification Exam Review	20	0	0	20	2
MED 2600	Medical Office Management Externship	0	0	180	180	6
GENERAL EDUCATION:						
These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 quarter hours as indicated below:						
Communications		120	0	0	120	12
Humanities and Fine Arts		40	0	0	40	4
Mathematics		40	0	0	40	4
Social and Behavioral Sciences		40	0	0	40	4
TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED		780	240	180	1200	96