

# MEDICAL OFFICE ADMINISTRATION \*

ASSOCIATE OF SCIENCE

Quarter Credit Hours Required = 96



Medical office administration is a vital part of the healthcare industry. Careers can be found in medical offices, clinics, and outpatient and inpatient hospital settings and includes greeting and assisting patients on the phone and in the office, scheduling appointments, creating and maintaining patient records, transcribing physicians' diagnostic comments and orders, billing insurance providers and patients, collecting and recording payments, and inputting data into computerized record systems.

This program is designed to prepare graduates to be administrative assistants within a medical environment where front office employees handle business and customer service functions. Insurance procedures are included in the training. In order to gain experience, all students must complete a supervised externship. Externship sites include physicians' offices, clinics, hospitals, or other healthcare facilities.

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

- demonstrate knowledge of essential medical terminology and office procedures, along with good customer service skills as required in the administrative portion of a medical facility;
- function successfully in a healthcare setting by providing patient scheduling, greeting, and record keeping, as well as other administrative tasks in a medical setting;
- transcribe physicians' diagnostic comments and orders;
- use computer technology and administrative skills in a healthcare environment;
- create and maintain both electronic and paper patient files; and
- coordinate a successful job search.

## FOUNDATION:

## Quarter Credit Hours

|  |                                   |          |
|--|-----------------------------------|----------|
| EDU 1010   | Learning Framework .....          | 4        |
| EDU 1020   | Career Exploration/Planning ..... | 4        |
| <b>Total Minimum Required Foundation Credits .....</b> |                                   | <b>8</b> |

## AREA OF CONCENTRATION:

|   |  |           |
|---|--|-----------|
| AOM 1010  | Keyboarding .....                              | 4         |
| AOM 1100  | Word Processing .....                          | 4         |
| AOM 1200  | Spreadsheets.....                              | 4         |
| AOM 1400  | Presentations.....                             | 4         |
| BUS 1000  | Introduction to Business .....                 | 4         |
| BUS 1410  | Principles of Accounting I.....                | 4         |
| BUS 1460  | Computerized Accounting.....                   | 4         |
| BUS 1770  | Customer Service .....                         | 4         |
| MED 1010  | Medical Terminology.....                       | 4         |
| MED 1080  | Medical Office Procedures .....                | 4         |
| MED 1140  | Medical Law and Ethics .....                   | 4         |
| MED 1200  | Medical Office Transcription.....              | 4         |
| MED 1840  | Medical Insurance Procedures.....              | 4         |
| MED 1850  | Medical Insurance Applications.....            | 4         |
| MED 2000  | Computerized Medical Records Systems.....      | 4         |
| MED 2610  | Medical Office Administration Externship ..... | 4         |
| <b>Total Minimum Required Area of Concentration Credits .....</b> |  | <b>64</b> |

## 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 credit hours as indicated below:

|   |           |
|---|-----------|
| Communications.....   | 12        |
| Humanities and Fine Arts .....                                | 4         |
| Mathematics.....  | 4         |
| Social and Behavioral Sciences.....                           | 4         |
| <b>Total Minimum Required General Education Credits .....</b> | <b>24</b> |

**TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED..... 96**

***\*This program is also available through online delivery.***