

MEDICAL OFFICE MANAGEMENT

ASSOCIATE OF SCIENCE

Quarter Credit Hours Required = 96

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.

FOUNDATION:

| | Quarter Credit Hours |
|--------------------------------------------------------|----------------------|
| AOM 1010 Keyboarding | 4 |
| EDU 1010 Learning Framework | 4 |
| EDU 1020 Career Exploration/Planning | 4 |
| Total Minimum Required Foundation Credits | 12 |

AREA OF CONCENTRATION:

| | |
|--------------------------------------------------------------------|-----------|
| BIO 1120 Anatomy and Physiology: Body Structures | 4 |
| BIO 1130 Anatomy and Physiology: Organs and Systems | 4 |
| BUS 1000 Introduction to Business | 4 |
| BUS 1410 Principles of Accounting I | 4 |
| BUS 2760 Personnel Management | 4 |
| MEA 1010 Clinical Office Procedures I | 4 |
| MEA 1020 Clinical Office Procedures II | 4 |
| MED 1010 Medical Terminology | 4 |
| MED 1080 Medical Office Procedures | 4 |
| MED 1140 Medical Law and Ethics | 4 |
| MED 1150 Pharmacology and Drug Administration | 4 |
| MED 1840 Medical Insurance Procedures | 4 |
| MED 1850 Medical Insurance Applications | 4 |
| MED 2500 Medical Office Management Certification Exam Review | 2 |
| MED 2600 Medical Office Management Externship | 6 |
| Total Minimum Required Area of Concentration Credits | 60 |

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 |
| Total Minimum Required General Education Credits | 24 |

TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED96