

# 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.

<b>FOUNDATION:</b>		<b>Quarter Credit Hours</b>
EDU 1010	Learning Framework.....	4
EDU 1020	Career Exploration/Planning.....	4
<b>Total Minimum Required Foundation Credits .....</b>		<b>8</b>

<b>AREA OF CONCENTRATION:</b>		
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>

<b>GENERAL EDUCATION:</b>		
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