CAREER DESCRIPTION

This program is for those who wish to work in the healthcare field but are not interested in direct patient care. An associate of applied science in Medical Office Administration can prepare you for administrative jobs in physician offices, medical clinics, or medical centers and hospitals. In these positions, you would be responsible for assisting doctors, physicians and surgeons with clerical work. Common duties might include scheduling, answering phones, deciphering insurance regulations, coding, billing, transcribing medical documents, handling payroll, managing patient records, writing reports and preparing professional correspondence.

APPLICATION & ACCEPTANCE

Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement.

PROGRAM OUTCOMES

1. Apply professional skills to assure workplace success
   a. Manage time appropriately and efficiently
   b. Know and adhere to workplace ethics
   c. Serve internal and external customers well
2. Communicate effectively by applying appropriate listening, speaking, and writing skills both individually and as a member of a team
3. Demonstrate use of current technology and processes relevant to discipline or profession
   a. Input data accurately and efficiently
   b. Use medical references and databases
   c. Recognize and interpret forms for use in a medical office
4. Think critically and creatively solve problems
   a. Distinguish relevant from non-relevant information
   b. Analyze and evaluate relevant information
   c. Apply various methods of reasoning
5. Integrate Life-long learning
   a. Realize the personal and professional importance of continuing education
   b. Conduct independent research

PATHWAY OPPORTUNITIES

When students complete their course of study in Medical Office Administration, they will also have completed the two certificates - Front Office Medical Assistant and Medical Billing and Collections Clerk.

The Medical Office Administration AAS degree program articulates with the Bachelors of Applied Science in Management at Southern Oregon University (SOU). Interested students should make contact with an advisor at SOU as early as possible.
ASSOCIATE OF APPLIED SCIENCE — Medical Office Administration

Minimum 91 Credits — Recommended Sequence for Students (Students should see an advisor to customize their educational plan.)

YEAR ONE

Fall
- Customer Service
  BA 165  3 CR
- *Medical Terminology I
  MED 111  3 CR
- *Medical Office Procedures I
  MED 220  3 CR
- Administrative Office Professional
  OA 115  3 CR
- Records Management
  OA 116  2 CR
- Ten-Key Calculator
  OA 131  1 CR
  CREDITS 15

Winter
- Math for the Medical Assistant
  MED 060  3 CR
- *Medical Terminology II
  MED 112  3 CR
- *Medical Office Procedures II
  MED 221  3 CR
- Health Insurance Concepts
  MED 230  3 CR
- Keyboarding Skill Enhancement
  OA 124A  3 CR
  CREDITS 16

Spring
- Power Basic
  CIS 120  4 CR
- Psychology of Human Relations
  PSY 101  3 CR
- OR* Business Mathematics I
  BA 180  3 CR
- OR* Introduction to Algebra
  MTH 060  4 CR
- OR* Listening
  SP 105  3 CR
- OR* Interpersonal Communication
  SP 218  3 CR
- OR* Small Group Discussion
  SP 219  3 CR

CREDITS 17-18

YEAR TWO

Fall
- Introduction to Business
  BA 101  4 CR
- Practical Accounting I
  BA 151  4 CR
- OR Principles of Accounting I
  BA 211  3 CR
- Business Communications
  BA 214  3 CR
- Editing for Business
  OA 128  3 CR
  CREDITS 13-14

Winter
- Practical Accounting II
  BA 152  3 CR
- OR Principles of Accounting II
  BA 212  3 CR
- Medical Coding for the Physician's Office
  MED 114  3 CR
- Anatomy & Physiology for Medical Assistants
  MED 115  3 CR
- Formatting
  OA 123  4 CR
- Office Administration
  OA 245  1 CR
  CREDITS 14

Spring
- Business Law
  BA 226  4 CR
- Health Care Reimbursement and Collections
  MED 231  3 CR
- Medical Document Processing
  MED 260  3 CR
- Principles of Office Management
  OA 260  3 CR
- CWE: Administrative Medical Assistant
  OA 280C  3 CR
  CREDITS 16

NOTES
Availability of classes cannot be guaranteed, due to enrollment highs and lows.
If students choose to vary from this suggested sequence, then prerequisites and term availability must be watched closely. Even then, class time conflicts might arise.
Students not knowing how to keyboard should take OA 110 their first quarter.

Please see an advisor for a degree planning worksheet for this program.
*A grade of C or better must be attained in the courses indicated.

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