

# OFFICE TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE: MEDICAL OFFICE ADMINISTRATION – MINIMUM 91 CREDITS

## 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.

## PROGRAM OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Medical Office Administration will:

1. Demonstrate professional skills that will assure workplace success
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Utilize appropriate technology relevant to the profession

## 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.

## 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.)

<b>YEAR ONE</b>	<b>Fall</b>	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
	<b>Winter</b>	Intro to Computer Information Systems CIS 120 4 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
	<b>Spring</b>	Math for the Medical Assistant MED 060 3 CR <i>OR</i> Business Mathematics I BA 180 3 CR <i>OR</i> Introduction to Algebra MTH 060 4 CR	Psychology of Human Relations PSY 101 3 CR <i>OR</i> Listening SP 105 3 CR <i>OR</i> Interpersonal Communication SP 218 3 CR <i>OR</i> Small Group Discussion SP 219 3 CR	* Elements of Supervision SDP 109 3 CR	CWE Seminar I CWE 161 1 CR	Electronic Health Records MED 140 3 CR	* Introduction to Expository Writing WR 115 (OR HIGHER) 4 CR	CREDITS 17-18
<b>YEAR TWO</b>	<b>Fall</b>	Introduction to Business BA 101 4 CR	Practical Accounting I BA 151 4 CR <i>OR</i> Principles of Accounting I BA 211 3 CR	Business Communications BA 214 3 CR	Office Administration OA 245 1 CR			CREDITS 11-12
	<b>Winter</b>	Practical Accounting II BA 152 3 CR <i>OR</i> 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	Editing for Business OA 128 3 CR		CREDITS 16
	<b>Spring</b>	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