

## OFFICE TECHNOLOGY

### Medical Office Administration Associate of Applied Science

#### PROGRAM 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 students for administrative jobs in physician offices, medical clinics, or medical centers and hospitals. In these positions, they 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 Medical Office Administration degree 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

#### CAREER CONSIDERATIONS

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.

#### PROGRAM COURSE REQUIREMENTS

##### Year One

BA 165	Customer Service	3
CIS 120	Intro to Computer Information Systems	4
CWE 161	CWE Seminar I	1
MED 111	Medical Terminology I*	3
MED 112	Medical Terminology II*	3
MED 140	Electronic Health Records	3
MED 220	Medical Office Procedures I*	3
MED 221	Medical Office Procedures II*	3
MED 230	Health Insurance Concepts	3
OA 115	Administrative Office Professional	3
OA 116	Records Management	2
OA 124A	Keyboarding Skill Enhancement	3
OA 131	Ten-Key Calculator	1
SDP 109	Elements of Supervision*	3
WR 115	English Composition: Intro to Expository Writing* (or higher)	4

Choose One:

MED 060	Math for the Medical Assistant	3
MTH 060 <sup>1</sup>	Introduction to Algebra	4
BA 180 <sup>1</sup>	Business Mathematics I	3

Choose One:

PSY 101	Psychology of Human Relations	3
SP 105	Listening	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3

#### Year Two

BA 101	Introduction to Business	4
BA 214	Business Communications	3
BA 226	Business Law	4
MED 114	Medical Coding for the Physician's Office	3
MED 115	Anatomy & Physiology for Medical Assistants	3
MED 231	Health Care Reimbursement and Collections	3
MED 260	Medical Document Processing	3
OA 123	Formatting	4
OA 128	Editing for Business	3
OA 245	Office Administration	1
OA 260	Principles of Office Management	3
OA 280C	CWE: Administrative Medical Assistant	3

Choose One:

BA 151	Practical Accounting I	4
BA 211	Principles of Accounting I	3

Choose One:

BA 152	Practical Accounting II	3
BA 212	Principles of Accounting II	3

**Total Credits 91**

\*A grade of C or better must be attained in the courses indicated. Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

<sup>1</sup> MED060 is the best choice for students instead of MTH060 or BA180. MED060 helps the student to be best prepared for the career field

#### PROGRAM ENTRANCE REQUIREMENTS

##### Academic Entrance Requirement

Recommended:

- 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. Felony records can cause difficulty in getting hired in a medical field.