

MEDICAL OFFICE ADMINISTRATION, ASSOCIATE OF APPLIED SCIENCE

Program Description

The two-year Medical Office Administration degree is designed to prepare students for a career performing medical office functions such as scheduling, office reception, coding and billing regulations, medical documentation, managing patient records, writing reports, and other medical office functions.

Program Outcomes

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

1. Demonstrate professional skills that lead to success within the medical office workplace
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

Career Considerations

Entry-level medical office positions, supervisor, office manager, business manager, patient relations manager, and other medical office administration focused careers.

Program Course Requirements

Course	Title	Credits
First Year		
First Term		
BA 101	Intro to Business	4
MED 111	Medical Terminology I	3
MED 220	Medical Office Procedures I	3
OA 115	Admin Office Professional	3
OA 116	Records Management	2
OA 131	Ten-Key Calculator	1
Credits		16
Second Term		
CIS 120	Intro to Digital Literacy	4
MED 112	Medical Terminology II	3
MED 221	Medical Office Procedures II	3
MED 230	Health Insurance Concepts	3
WR 115	Intro to Expos Writing (or higher)	4
Credits		17
Third Term		
BA 106	Business Leadership	3
COM 218Z	Interpersonal Communication	4
MED 060	Math for Medical Asst	3
MED 140	Electronic Health Records	3
OA 161	Career Planning	1
SDP 109	Elements of Supervision	3
Credits		17
Second Year		
First Term		
BA 151	Practical Accounting I	4

BA 165	Customer Service	3
BA 214	Business Communications	3
OA 123	Formatting	4
Credits		14
Second Term		
BA 152	Practical Accounting II	3
MED 114	Medical Coding for Phys Office	3
MED 115	Anat-Phys for Medical Asst	3
OA 128	Editing for Business	3
OA 245	Office Administration	1
Credits		13
Third Term		
BA 226	Business Law	4
MED 231	Hlth Care Reimburs-Collections	3
OA 260	Principles of Office Mgmt	3
OA 280C	CWE-Medical Admin Asst	3
Credits		13
Total Minimum Credits		90

¹ A grade of C or better must be attained in the courses indicated.

Advising Notes

- Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.
- NOTE: Students who graduate from this degree are eligible for the Front Office Medical and Medical Billing & Collections Certificates.

Program Entrance Requirements

- 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.