

PROGRAMS

MEDICAL OFFICE ADMINISTRATION - LEADERSHIP

The Medical Office Administration Leadership curriculum prepares individuals for employment as medical administrative professionals in a variety of healthcare settings, including medical offices, medical billing and coding environments, dental practices, patient services, and medical documentation roles.

Coursework includes medical terminology, computer applications, medical office management, medical insurance and billing, and medical legal and ethical issues. The curriculum also incorporates leadership and workplace readiness skills through courses in business ethics, professional development, customer service, and personal finance. Additional topics may be included based on the specific subject area selected within the program.

Graduates should be qualified for employment in a wide range of healthcare-related organizations, including medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other allied health environments.

Upon graduation from the Medical Office Administration Associate Degree program, students (at their own discretion and expense) may be eligible to sit for a medical coding certification exam through American Health Information Management Association (AHIMA) or the American Academy of Professional Coders (AAPC). Graduates may choose to pursue industry credentials through other certifying agencies.

Program Requirements

The requirements for the Medical Office Administration program include:

1. A completed medical form including all required immunizations prior to enrolling in WBL-111; and
2. A urine drug screen and criminal background check required prior to enrolling in WBL-111.
3. ***WBL-111 is a work-based learning experience with a college approved employer in which students will spend

160 hours in a medical facility. WBL-111 Work-Based Learning is an option for the associate degree only***

Note: All MED and OST prefix courses in the Medical Office Administration program required a grade of "C" or better.

Associate (A25310L)

Fall Semester 1

		Lec	Lab	Clinic	Credit
ACA-115	Success & Study Skills	0	2	0	1
ENG-111	Writing and Inquiry	3	0	0	3
MED-114	Professional Interaction in Health Care	1	0	0	1
MED-121	Medical Terminology I	3	0	0	3
OST-148	Medical Insurance and Billing	3	0	0	3
BUS-125	Personal Finance	3	0	0	3
				Total:	14

Spring Semester 1

		Lec	Lab	Clinic	Credit
CIS-110	Introduction to Computers	2	2	0	3
MED-122	Medical Terminology II	3	0	0	3
MED-130	Administrative Office Procedures I	1	2	0	2
MED-131	Administrative Office Procedures II	1	2	0	2

Spring Semester 1

		Lec	Lab	Clinic	Credit
BUS-270	Professional Development	3	0	0	3
BUS-240	Business Ethics	3	0	0	3
				Total:	16

Summer Semester 1

		Lec	Lab	Clinic	Credit
Natural Science/ Math Option	Natural Sciences/Math Options Listed Below	2-3	2-3	0	3-4
Social Science Option	Social and Behavioral Sciences Options Listed Below	3	0	0	3
				Total:	6-7

Fall Semester 2

		Lec	Lab	Clinic	Credit
Communications Option	Communications Options Listed Below	3	0	0	3
OST-149	Medical Legal Issues	3	0	0	3
BUS-151	People Skills	3	0	0	3
MKT-223	Customer Experience	3	0	0	3
				Total:	12

Spring Semester 2

		Lec	Lab	Clinic	Credit
Humanities Option	Humanities and Fine Arts Options Listed Below	3	0	0	3
OST-136	Word Processing	2	2	0	3
OST-164	Office Editing	3	0	0	3
OST-243	Medical Office Simulation	2	2	0	3
BUS-153	Human Resource Management	3	0	0	3
				Total:	15

Total Credit Hours: 66-67**Communications: Choose One of the following:**

		Lec	Lab	Clinic	Credit
ENG-112	Writing and Research in the Disciplines	3	0	0	3
COM-120	Intro to Interpersonal Communication	3	0	0	3
COM-231	Public Speaking	3	0	0	3

Natural Science/Math Option: Choose one course from the following:

		Lec	Lab	Clinic	Credit
BIO-111	General Biology I	3	3	0	4
MAT-110	Mathematical Measurement and Literacy	2	2	0	3

Social and Behavioral Sciences Choices for AAS Degree Programs Unless Otherwise Noted:

		Lec	Lab	Clinic	Credit
ECO-251	Principles of Microeconomics	3	0	0	3
ECO-252	Principles of Macroeconomics	3	0	0	3
POL-120	American Government	3	0	0	3

Social and Behavioral Sciences Choices for AAS Degree Programs Unless Otherwise Noted:

		Lec	Lab	Clinic	Credit
PSY-150	General Psychology	3	0	0	3
SOC-210	Introduction to Sociology	3	0	0	3

Humanities/Fine Arts Choices for AAS Degree Programs Unless Otherwise Noted:

		Lec	Lab	Clinic	Credit
ART-111	Art Appreciation	3	0	0	3
HUM-110	Technology and Society	3	0	0	3
HUM-115	Critical Thinking	3	0	0	3
MUS-110	Music Appreciation	3	0	0	3

Diploma (D25310L)**Fall Semester 1**

		Lec	Lab	Clinic	Credit
ENG-111	Writing and Inquiry	3	0	0	3
MED-114	Professional Interaction in Health Care	1	0	0	1
MED-121	Medical Terminology I	3	0	0	3
OST-148	Medical Insurance and Billing	3	0	0	3
BUS-125	Personal Finance	3	0	0	3
				Total:	13

Spring Semester 1

		Lec	Lab	Clinic	Credit
CIS-110	Introduction to Computers	2	2	0	3
MED-122	Medical Terminology II	3	0	0	3
MED-130	Administrative Office Procedures I	1	2	0	2
MED-131	Administrative Office Procedures II	1	2	0	2
BUS-270	Professional Development	3	0	0	3
OST-136	Word Processing	2	2	0	3
				Total:	16

Fall Semester 2

		Lec	Lab	Clinic	Credit
Communication Option	Communication Options Listed Below	3	0	0	3
MED-272	Drug Therapy	3	0	0	3
OST-149	Medical Legal Issues	3	0	0	3
				Total:	9

Total Credit Hours: 38**Communications: Choose One of the following:**

		Lec	Lab	Clinic	Credit
ENG-112	Writing and Research in the Disciplines	3	0	0	3
COM-120	Intro to Interpersonal Communication	3	0	0	3
COM-231	Public Speaking	3	0	0	3

Certificate (C25310L)

Cert-Med Off Admin-Leadership

		Lec	Lab	Clinic	Credit
MED-114	Professional Interaction in Health Care	1	0	0	1
OST-148	Medical Insurance and Billing	3	0	0	3
OST-149	Medical Legal Issues	3	0	0	3
CIS-110	Introduction to Computers	2	2	0	3
BUS-151	People Skills	3	0	0	3
MKT-223	Customer Experience	3	0	0	3
				Total:	16

Total Credit Hours: 16

