

CAREER PROGRAMS

Medical Office Administration

Associate in Applied Science Degree: Health Care Office Manager

Please contact the program coordinator for current name(s) and pertinent information regarding the national professional organization(s) affiliated with the programs in the Medical Office Administration department.

This 63-64 credit-hour program is designed for individuals interested in expanding previous general office experience or health care training in order to gain the necessary skills to supervise a health care facility. Career options are plentiful and diversified, and include employment in an extended care facility, home health care agency, pharmaceutical house, medical supply company or various departments with acute-care settings.

The student must complete the general education courses and health care core courses. Additionally, the student has the option to specialize in health care skills and in business-related course work, depending on the student's career objectives.

A minimum keyboarding speed of 30 words per minute is recommended to enter the program; 40 words per minute is expected in order to progress through externship. The program may be taken part-time and some courses are available on an evening schedule. An orientation and planning session is recommended by the coordinator; detailed information will be sent upon request.

Required Courses:

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|-----|-----|--|-----|
| BIO | 135 | Introduction to Anatomy & Physiology or | |
| BIO | 160 | Human Anatomy ¹ | 4 |
| BIO | 136 | Introduction to Human Disease (3) or | |
| BIO | 161 | Human Physiology (4) ¹ | 3-4 |
| | | Communications electives | 6 |
| | | Humanities or Social Science elective | 3 |
| | | Mathematics elective ² | 3 |
| HSC | 100 | Computer Usage in Health Services | 1 |
| HSC | 105 | Introduction to the HealthCare Field..... | 2 |
| HSC | 112 | Medical Terminology | 3 |
| HSC | 151 | Math Applications in Health Care | 1 |
| HSC | 213 | Health Care Law and Ethics ³ | 3 |
| MGT | 111 | Introduction to Business Organization..... | 3 |
| MOA | 145 | Health Care Records Management ³ | 2 |
| MOA | 195 | Principles of Health Insurance Billing ³ | 3 |
| MOA | 235 | Health Care Office Procedures ^{3, 6} | 3 |
| MOA | 245 | Health Care Office Management ^{3, 7} | 3 |
| MOA | 290 | Health Care Office Manager Seminar and Externship ^{3, 7} | 3 |
| NUR | 120 | Pharmacology ⁴ | 2 |
| PED | 201 | First Aid | 3 |

Electives: Group I Select any combination of a minimum of six credit hours from the following courses:

| | | | |
|-----|-----|--|---|
| MOA | 196 | Current Procedural Terminology (CPT) Coding ^{3, 6} | 3 |
| MOA | 197 | International Classification of Disease (ICD) Coding ^{3, 6} | 3 |
| MOA | 215 | Clinical Procedures ^{3, 6} | 8 |
| MOA | 240 | Medical Transcription I | 3 |
| MOA | 242 | Medical Transcription II | 3 |

Electives: Group II Select any combination of a minimum of six credit hours from the following courses:

| | | | |
|-----|-----|--|---|
| ACC | 101 | Introduction to Financial Accounting | 4 |
| ACC | 102 | Introduction to Managerial Accounting ³ | 3 |
| ACC | 216 | Employment Law | 3 |
| CIS | 101 | Introduction to Computer Information Systems | 3 |
| CIS | 120 | Introduction to Business Software Packages | 3 |
| ECO | 200 | Introduction to Economics ⁵ | 3 |
| HSC | 106 | Health Occupations Career Observation | 1 |
| MGT | 150 | Business Math ⁵ | 3 |
| MGT | 205 | Leadership Foundations | 1 |
| MGT | 206 | Leadership Skills | 1 |
| MGT | 207 | Leadership Trends | 1 |
| MGT | 265 | Human Resource Management | 3 |
| MGT | 270 | Principles of Management ³ | 3 |

¹ Students may take BIO 135 and BIO 136 or BIO 160 and BIO 161 or BIO 160 and BIO 136.

² A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics elective requirement.

³ Students must satisfy prerequisites for each course selected.

⁴ Prerequisite waived for Health Care Office Manager students.

⁵ May be used to fulfill general education requirement(s); meet with program coordinator or Student Development faculty member for advice on electives.

⁶ Offered during fall semester only.

⁷ Offered during spring semester only.