

MEDICAL OFFICE ADMINISTRATION

Certificate of Proficiency Program Description: Medical Office Administration Certificate of Proficiency is a 9-credit hour program designed to provide students with minimum knowledge and skills for entry-level positions in the healthcare setting.

Certificate of Proficiency Program Description: Medical Terminology Certificate of Proficiency is a 10-credit hour program designed to provide students with knowledge of medical terminology and an introduction to human anatomy and the functions of organ systems.

Technical Certificate Program Description: Medical Office Administration is a 30-credit hour certificate program. All credit is applicable to the AAS Medical Office Administration Degree. Graduates are trained for entry-level medical office positions such as receptionists and office clerks.

Associate of Applied Science Program Description: Medical Office Administration is a 64- or 65-credit hour program offering specialized clinical and administrative skills required to coordinate office functions in a healthcare setting. This program is approved by the American Medical Technologists (AMT) Association of Allied Health Professionals. Graduates who opt to take MEDT 2414 Medical Assisting are prepared to take the Certified Medical Administrative Specialist (CMAS) and the Registered Medical Assistant (RMA) national certification examinations. Graduates who opt to take MEDT 2343 Medical Coding II are prepared to take the Certified Professional Coders (CPC) national certification examination through the American Academy of Professional Coders. Graduates who opt to take MEDT2053 Medical Billing are prepared to take the Certified Medical Billing Specialist (MBS) national certification examination through the American Medical Billing Association. Graduates are prepared for positions such as medical transcriptionists, medical assistants, medical coding associates, medical office administrators, medical billing specialists, and medical language specialists.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to all four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer. Contact the Division Chair of Business Technology for information regarding articulation agreements for the A.A.S. in Medical Office Administration.

CURRICULUM – MEDICAL OFFICE ADMINISTRATION – CERTIFICATE OF PROFICIENCY

MEDT 1123	Medical Terminology I	3
MEDT 1133	Medical Office Administration*	3
DATA 1123	Fundamentals of Information Technology	3
COMPLETION AWARD:	Certificate of Proficiency	9

Courses displayed in BOLD text indicate specialty courses which require final grades of "C" or better.

(*) An asterisk indicates that said course will be offered once a year. Check course description for further information.

Curriculum subject to modification.

CURRICULUM – MEDICAL TERMINOLOGY – CERTIFICATE OF PROFICIENCY

MEDT 1123	Medical Terminology I	3
MEDT 1143	Medical Terminology II	3
MEDT 2214	Basic Human Anatomy & Physiology*	4
COMPLETION AWARD: Certificate of Proficiency		10

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Curriculum subject to modification.

CURRICULUM – MEDICAL OFFICE ADMINISTRATION – TECHNICAL CERTIFICATE

Technical Courses:

MEDT 1123	Medical Terminology I	3
MEDT 1133	Medical Office Administration*	3
DATA 1123	Fundamentals of Information Technology	3
DATA 1213	Word Processing (MS Word ®)	3
MEDT 1143	Medical Terminology II	3
MEDT 1223	Principles of Disease*	3
DATA 1243	Spreadsheet Applications (MS Excel ®)	3
DATA 1233	Database Management (MS Access ®)	3
TOTAL TECHNICAL HOURS		24

General Education Courses:

ENGL 1113	Composition I	3
Choose one of the following:		
MATH 1023	Intermediate Algebra	3
MATH 1123	Business Math (does not transfer)	3
TOTAL GENERAL EDUCATION HOURS		6

COMPLETION AWARD: Technical Certificate		30
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