



Marian Court College – ASSOCIATE DEGREE Medical Office Management

THE MEDICAL OFFICE MANAGEMENT program prepares students to perform administrative functions necessary to work as part of a medical office team. Graduates possess the skills and knowledge required to work in various office support positions in the health care environment, including hospitals, physicians' offices, and health care organizations. Students complete foundation courses which emphasize medical terminology, computer applications, and basic knowledge of health care systems and insurance.

CAREER OUTLOOK

The Associate in Science in Medical Office Management provides students with a strong foundation in the liberal arts, analytical skills, and an introduction to medical terminology and specialized professional courses. These subjects provide students with the opportunity to:

- ▶ Transfer to a four-year college or university to pursue a baccalaureate degree in a related program of study. Marian Court College has a number of transfer agreements with public and private four-year colleges and universities.
- ▶ Enter the job market in many entry-level positions in medical offices, in-patient and out-patient hospitals, group and individual physicians' practices, and various health care organizations.

PROGRAM OUTCOMES

In addition to general education outcomes, graduates of the program will:

- ▶ Display the interpersonal skills required to effectively communicate with patients, families, and co-workers.
- ▶ Possess a general knowledge of medical terminology and transcription.
- ▶ Demonstrate a working knowledge of computer applications and understand medical office management software.
- ▶ Maintain and manage medical records.
- ▶ Demonstrate an understanding of the legal regulations regarding all aspects of patient information including HIPAA.
- ▶ Understand various health insurance plans using appropriate diagnostic and procedural codes and complete insurance claim forms.
- ▶ Demonstrate skills needed to succeed in the workplace, including time and organization management, human relations, and teamwork skills.
- ▶ Master generally accepted accounting principles and concepts.
- ▶ Demonstrate an understanding of the functional roles of management including planning, organizing, leading, and controlling.
- ▶ Apply standards of ethical behavior to health care situations.

COURSE REQUIREMENTS

Core Requirements (30/32 credits)			Major Requirements		
CS100	Computer Concepts, Applications & Internet	3	AC150	Financial Accounting	3
EC210	Macroeconomics.	3	BU201	Principles of Management	3
EN110	English Composition I*	3/4	BU216	Business Ethics	3
EN120	English Composition II	3	ME110	Medical Terminology I	3
HI109	World History I	3	ME120	Medical Terminology II	3
	or HI110 World History II		ME205	Medical Assisting—Administrative	3
HU110	Oral Communication & Presentation	3	ME212	Health Care Records	3
PS101	General Psychology	3	ME220	Medical Insurance Reimbursement	3
SO201	Introduction to Sociology	3	PD202	Internship or Elective	3
	Math Elective	3		Computer Elective	3
	Science Elective	3/4	Total Credits:		60/62

Math Electives: MA110 Math for Business, MA130 College Algebra, MA160 Pre-Calculus

Science Electives: BI101 Biological Concepts, SC101 Health & Wellness, SC110 Anatomy & Physiology, SC120 Weather & Climate

* Based on placement test scores students may be required to enroll in an additional obligatory credit hour of lab studies.