MEDICAL OFFICE ADMINISTRATION

This program prepares students for administrative careers in a broad variety of health care settings.

Learning Outcomes: Upon successful completion of the program, students will be able to:

- Demonstrate and explain common financial, coding, and insurance procedures pertaining to a medical office.
- Accurately create, construct, and maintain medical records.
- Demonstrate professional telephone technique and perform telephone triage within given parameters.
- Identify and adhere to the legal standards in healthcare and name appropriate regulatory agencies.
- Create an appointment matrix, perform scheduling tasks, and maintain a balanced patient schedule.
- Succinctly and accurately communicate information to appropriate members of the healthcare team.
- Perform medical office functions using appropriate software applications.
- Function as a member of the healthcare team and liaison between administrative and clinical staff.
- Describe the anatomy and physiology of each body system and related terminology, pathology, and treatments.

Certificate of Achievement (Career Technical)

Certificate Requirements	Units
REQUIRED CORE:	**35**
ANAT 5 Basic Human Anatomy and Physiology (4)	
BUSI 120A Basic Accounting (3)	
CSIS 50 MS Office Applications (2)	
& CSIS 50L MS Office Applications Lab (1)	
MEDA 100 Introduction to Health Careers (1)	
MEDA 101 Ethics, Law and IT Security in the Medical Office (3)	
MEDA 105 Medical Terminology (4)	
MEDA 110 Medical Office Management (3)	
MEDA 112 Medical Office Computer Applications (2)	
MEDA 113 Medical Procedure Coding (3)	
MEDA 114 Medical Insurance Management (2)	
MEDA 115 Medical Diagnostic Coding (2)	
MEDA 116 Medical Linguistics and Transcription (2)	
MEDA 118 Pharmacology and Human Diseases (3)	
Current valid healthcare provider CPR certificate	
(American Heart Association only)	**0**
Select one course from the following: (ENGL 1A is required for AS degree)	**3-4**
ENGL 1A College Composition (3)	
(required for Associate in Science degree)	
ENGL 111 Intermediate Academic Reading and Writing (4)	
ENSL 110 Advanced Writing (4)	
TOTAL CERTIFICATE UNITS	**38-39**

MATH 261 Beginning Algebra is also recommended.

Associate in Science Degree (Career Technical)

Associate Degree Major Requirements	Units
Certificate Requirements (as described above)	**38**

Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 72-73, 76 in the 2017-18 MPC Catalog).

Recommended Electives:
BUSI 120B   Computerized Accounting - QuickBooks (3)
PSYC 50   Health Psychology (3)

TOTAL DEGREE UNITS   **60**