

# MEDICAL OFFICE SPECIALIST: ADMINISTRATIVE SECRETARY - DEGREE

## Associate of Applied Science Degree Program

### Faculty Adviser

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An administrative secretary performs a wide range of duties in a health care setting. If you enjoy helping people, working with health care professionals, possess strong communication skills, and have an interest in medical and health issues, this might be a good career for you! Students in this program will learn skills in: reception; medical records; computers; scheduling; coding; and billing. Graduates may be hired to work in physicians' offices, hospitals, nursing facilities, or insurance companies.

Students without computer experience or who want to brush up on computer skills before beginning this program are encouraged to enroll in BCS090 Computer Basics for College Success, a **free** course offered through the Learning Success Center.

## Program Outcomes

At the completion of this program, students should be able to:

- Discuss the roles of the health care team members, elements of successful leadership and problem-solving strategies
- Describe medical terminology, including disease processes and pharmacology
- Differentiate verbal and nonverbal communication, including gender differences, cultural awareness and sensitivity, and the elements of speaking and listening
- Describe the knowledge and skills required of an administrative secretary
- Compare and contrast the billing and coding elements
- Complete a professional résumé
- Describe job searches and correct interview techniques

Medical Office students are required to complete a criminal background check and possibly provide documentation of immunizations prior to beginning an internship. However many Medical Office sites do not require immunizations, since students normally do not have direct patient contact. If your chosen site DOES require immunizations, consult with your advisor for a comprehensive list of those required. **Do not complete a background check** without first consulting with your program adviser.

*General education courses (such as math, writing, health, etc.) can be taken during any term, or before starting the program.*

**Note:** A minimum grade of "C" is required in all courses.

### First Quarter

Fall		Credits
BI100	Survey of Body Systems ★	4
BT123A	Keyboarding Skill Development	3
CIS120L	Computer Concepts Lab I ★	1

MO110	Foundational Principles for the Medical Office Team ★ (must be completed prior to starting third term courses)	3
MTH065 or MTH058	Beginning Algebra II ★ (or higher) or Quantitative Reasoning I	4-6

**Credits** 15-17

### Second Quarter

#### Winter

MO111	Medical Terminology ★	4
MO230	Medical Coding I: ICD-10-CM ★	3
MO116	Medical Office Procedures ★	4
Arts and Letters ( <a href="https://catalog.mhcc.edu/degree-certificate-requirements/aaot/#arts-letters">https://catalog.mhcc.edu/degree-certificate-requirements/aaot/#arts-letters</a> )		3-4

**Credits** 15

### Third Quarter

#### Spring

MO136	Healthcare Documentation ★	3
MO231	Medical Coding II: Procedural Coding ★	4
MO117	Hospital Administrative Procedures ★	3
WR121Z	Composition I ★	4

**Credits** 14

### Fourth Quarter

#### Fall

CIS125WP	Word Processing ★	3
COMM115 or COMM218Z	Introduction to Intercultural Communication ★🌐 or Interpersonal Communication ★	4
MO226	Pharmacology and Disease Processes for Medical Office Occupations ★	4
WR122Z	Composition II ★	4

**Credits** 15

### Fifth Quarter

#### Winter

BA111	Introduction to Accounting ★	4
MO140	Understanding Medical Insurance ★	3
MO240	Medical Office Billing I ★	3
MO250	Medical Law and Ethics	3
PSY201Z	Introduction to Psychology I ★	4

**Credits** 17

### Sixth Quarter

#### Spring

HE252 or HPE295	First Aid: Responding to Emergencies or Health and Fitness for Life ★	3
MO141	Patient Advocate for Medical Insurance ★	3
MO214	Building a Professional Portfolio ★	1
MO241	Medical Office Billing II ★	3
WE280MOSD	Coop Ed - Medical Office Unit Secretary	4

**Credits** 14

**Total Credits** 90-92