

# MEDICAL OFFICE SPECIALIST: MANAGEMENT - DEGREE

Associate of Applied Science Degree Program

## Faculty Adviser

**Kaisa Larson:** 503-491-7195 | Room AC2789| Kaisa.Larson@mhcc.edu  
(Kaisa.Larson@mhcc.edu)

A medical office specialist in management prepares to oversee a health care facility by learning how to lead people and manage office operations. The management specialist most often aspires to manage some segment of a medical organization.

Students interested in management work in a medical setting should enjoy working with health care professionals, demonstrate strong communication skills, show an interest in medical and health issues and be dedicated to professionalism. Students should have typing competency and basic formatting knowledge before enrolling in classes in this program.

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 management principles required in a medical office
- 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 may be required to provide documentation of immunizations prior to beginning an internship. **Do not complete a background check** without first consulting with your program adviser. Please speak to your adviser with immunization-specific questions. Drug and alcohol screening may be required.

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

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

### First Quarter

Fall		Credits
M0110	Foundational Principles for the Medical Office Team ★ (must be completed before starting third term courses)	3
M0111	Medical Terminology ★	4

M0116	Medical Office Procedures ★	4
M0230	Medical Coding I: ICD-10-CM ★	3
<b>Credits</b>		<b>14</b>

### Second Quarter

Winter		
M0140	Understanding Medical Insurance ★	3
M0231	Medical Coding II: Procedural Coding ★	4
M0240	Medical Office Billing I ★	3
CIS120L	Computer Concepts Lab I ★	1
HE252	First Aid: Responding to Emergencies	3
<b>Credits</b>		<b>14</b>

### Third Quarter

Spring		
COMM218Z or COMM115	Interpersonal Communication ★ or Introduction to Intercultural Communication ★🗣️	4
M0117	Hospital Administrative Procedures ★	3
M0241	Medical Office Billing II ★	3
WR121Z	Composition I ★	4
<b>Credits</b>		<b>14</b>

### Fourth Quarter

Fall		
BA101Z	Introduction to Business ★	4
CIS125WP	Word Processing ★	3
M0136	Healthcare Documentation ★	3
M0226	Pharmacology and Disease Processes for Medical Office Occupations ★	4
PSY201Z	Introduction to Psychology I ★	4
<b>Credits</b>		<b>18</b>

### Fifth Quarter

Winter		
BA206	Management Fundamentals ★	4
M0214	Building a Professional Portfolio ★	1
M0250	Medical Law and Ethics	3
WR122Z	Composition II ★	4
MTH065 or MTH058	Beginning Algebra II ★ (or higher) or Quantitative Reasoning I	4-6
<b>Credits</b>		<b>16-18</b>

### Sixth Quarter

Spring		
BA111	Introduction to Accounting ★	4
BA224	Human Resource Management ★	3
WE280MOMD	Coop Ed - Medical Office Mgmt	4
M0141	Patient Advocate for Medical Insurance ★	3
<b>Credits</b>		<b>14</b>
<b>Total Credits</b>		<b>90-92</b>