

MEDICAL OFFICE SPECIALIST: MANAGEMENT - DEGREE

Associate of Applied Science Degree Program | mhcc.edu/MedicalOffice
(<http://mhcc.edu/MedicalOffice/>)

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.

For the most part, courses that fulfill general education requirements can be taken in any term. Students should work with the faculty adviser(s) to create a custom academic plan based on course placement levels, career goals, and full time/part time status.

Admitted students may also log on to Navigate (<https://mhcc.campus.eab.com/home/>) to start the process of building an academic plan based on this major and can notify an adviser for review.

First Quarter		Credits
Fall		
CIS120L	Computer Concepts Lab I ★	1
MO110	Foundational Principles for the Medical Office Team ★ (must be completed before starting third term courses)	3
MO111	Medical Terminology ★	4
MO116	Medical Office Procedures ★	4
MO230	Medical Coding I: ICD-10-CM ★	3
Credits		15

Second Quarter		
Winter		
BT116	Communication Technologies	3
MO140	Understanding Medical Insurance ★	3
MO231	Medical Coding II: Procedural Coding ★	4
MO240	Medical Office Billing I ★	3
Credits		13

Third Quarter		
Spring		
COMM218Z	Interpersonal Communication ★	4
HE252 or HPE295	First Aid: Responding to Emergencies or Health and Fitness for Life ★	3
MO117	Hospital Administrative Procedures ★	3
MO241	Medical Office Billing II ★	3
WR121Z	Composition I ★	4
Credits		17

Fourth Quarter		
Fall		
BA101	Introduction to Business ★	4
CIS125WP	Word Processing ★	3
MO136	Healthcare Documentation ★	3
MO226	Pharmacology and Disease Processes for Medical Office Occupations ★	4
PSY201	General Psychology ★	4
Credits		18

Fifth Quarter		
Winter		
BA206	Management Fundamentals ★	4
MO214	Building a Professional Portfolio ★	1
MO250	Medical Law and Ethics	3
WR122Z	Composition II ★	4
MTH065 or MTH058	Beginning Algebra II ★ (or higher) or Quantitative Reasoning I	4-6
Credits		16-18

Sixth Quarter		
Spring		
AC110	General Accounting I	4
BA224	Human Resource Management ★	3
WE280MOMD	Coop Ed - Medical Office Mgmt	4

MO141	Patient Advocate for Medical Insurance ★	3
Credits		14
Total Credits		93-95

Exploring **Medical Office Specialist** as your major? Learn more with MHCC's Career Coach (<https://mhcc.lightcastcc.com/programs/medical-office-specialist-management-degree/209250/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>), which covers: skills needed for each career, wages, employment rates, and live job postings in the Greater Multnomah County Area.

Careers related to medical office specialists:

- First-Line Supervisors of Office and Administrative Support Workers (<https://mhcc.lightcastcc.com/careers/first-line-supervisor-of-office-and-administrative-support-workers/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>)
- Medical Transcriptionists (<https://mhcc.lightcastcc.com/careers/medical-transcriptionist/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>)
- Insurance Claims and Policy Processing Clerks (<https://mhcc.lightcastcc.com/careers/insurance-claims-and-policy-processing-clerk/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>)
- Medical Records Specialists (<https://mhcc.lightcastcc.com/careers/medical-records-specialist/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>)
- Medical Secretaries and Administrative Assistants (<https://mhcc.lightcastcc.com/careers/medical-secretary/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>)
- Health Information Technologists and Medical Registrars (<https://mhcc.lightcastcc.com/careers/health-information-technologist-or-medical-registrar/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>)
- Administrative Services Managers (<https://mhcc.lightcastcc.com/careers/administrative-services-manager/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>)