

# MEDICAL OFFICE SPECIALIST: MANAGEMENT - AAS DEGREE

## Overview

See Department website and program contacts here (<https://www.mhcc.edu/education-options/degrees-certificates/medical-office/medical-office-management/index/>)

The **Medical Office Management (AAS) degree** is designed for students seeking careers in healthcare office supervision, administration, and operations management. The curriculum combines healthcare administrative knowledge with leadership and management skills to prepare students for roles overseeing medical office functions and support services.

Coursework includes topics such as **healthcare office operations, communication, leadership, scheduling, billing, medical records, and professional practices**. Students develop practical administrative and organizational skills used to support healthcare teams and manage day-to-day office operations in medical environments.

The Medical Office Management program is workforce-focused and prepares students for careers in physicians' offices, clinics, hospitals, and other healthcare organizations requiring administrative and management support.

Students entering the program should have basic typing and document formatting skills. Students without prior computer experience, or those wishing to strengthen computer skills before beginning the program, are encouraged to enroll in **BCS090 Computer Basics for College Success**, a free course offered through the Learning Success Center.

Students are encouraged to work with an advisor (<https://www.mhcc.edu/student-resources/academic-advising/>) to ensure appropriate course selection and program planning based on their educational background and career goals.

### Refer to the tabs above for additional information about:

- **Education Plan** – provides a sample term-by-term sequence of courses
- **Career Info** – includes information on potential occupations, employment trends, and earnings

## Program Learning Objectives

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

## Education Plan

This sample Education Plan illustrates one possible course sequence. Students should consult an advisor (<https://www.mhcc.edu/student-resources/academic-advising/>) to create a personalized plan.

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
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
<b>Credits</b>		<b>14</b>

### Second Quarter

Winter		
MO140	Understanding Medical Insurance	3
MO231	Medical Coding II: Procedural Coding	4
MO240	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
MO117	Hospital Administrative Procedures	3
MO241	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
MO136	Healthcare Documentation	3
MO226	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
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
<b>Credits</b>		<b>16-18</b>
<b>Sixth Quarter</b>		
<b>Spring</b>		
BA111	Introduction to Accounting	4
BA224	Human Resource Management	3
WE280MOMD	Coop Ed - Medical Office Mgmt	4
MO141	Patient Advocate for Medical Insurance	3
<b>Credits</b>		<b>14</b>
<b>Total Credits</b>		<b>90-92</b>

## Career Information

Explore potential careers related to this program, including typical job roles, employment trends, and projected growth. This information can help you better understand how your education may align with future career opportunities.