

# MEDICAL OFFICE ASSISTANT

## DIPLOMA - 44 CREDITS

### About this program

Medical office assistants are highly trained office specialists who participate in the coordination of medical office functions including patient appointment scheduling, telephone communications, medical record maintenance, medical transcription and patient billing processes. Successful medical office assistants have excellent communication skills and exhibit a high degree of professionalism. All courses in the program incorporate the skills needed for employment in the medical office assistant profession.

### Program outcomes

1. Communicate using the language of medicine.
2. Utilize technology for medical office applications.
3. Prepare and manage the health care record.
4. Demonstrate knowledge of structure, function, disease processes, and treatment in the human body.
5. Perform diagnosis and procedure coding.
6. Perform insurance and financial procedures following current regulations for the medical office.
7. Demonstrate professional communication while employing legal and ethical practices.
8. Perform registration procedures and maintain an appointment schedule.
9. Demonstrate professional work and organization skills.

### Curriculum overview

Crds	Requirement type
35	Required courses
6	Restricted electives in courses
3	Restricted electives in course types
44	<b>Total</b>

**Developmental courses note:** A student may be required to enroll in developmental courses in reading, writing and math. A student's scores on the Accuplacer assessment will determine enrollment in developmental courses. The purpose of developmental courses is to prepare students for the demands of a college-level curriculum. *Credits may vary.*

**Accreditation:** Minnesota State Community and Technical College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 <http://www.ncahigherlearningcommission.org> Phone: 312.263.0456 / 800.621.7440

# Curriculum requirement details

## Required courses

Course	Crds
ADMM1104 - Medical Language Applications I .....	3
ADMM1110 - Medical Documentation I .....	4
ADMM1122 - Medical Office Procedures .....	4
ADMM1150 - Medical Billing/Insurance .....	4
ADMM1152 - Outpatient Coding .....	4
ADMM1160 - Medical Documentation II .....	3
ADMM1200 - Medical Office Technology Tools .....	2
ADMM2104 - Medical Language Applications II .....	3
ADMM2130 - Medical Office Career Insight .....	2
ADMM2500 - Human Disease Applications for Administrative Health Professionals .....	3
HLTH1110 - Introduction to Anatomy and Physiology ....	3

## Other requirements or restricted electives

### 6 credits from one or more of these Courses:

Course title	Credits
COMM1120 - Introduction to Public Speaking...	3
COMM1130 - Small Group Communication .....	3
COMM1140 - Interpersonal Communication ....	3

### 3 credits from these Course Types:

- General Education w/MnTC Goals

## Course summaries

### **ADMM1104 - Medical Language Applications I ..... (3 credits)**

This course provides in-depth analysis of medical language for nonclinical personnel and prepares students for working in many aspects of a medical office. Construction, definition, spelling, pronunciation and proper written and verbal usage of medical language are emphasized. Students will learn to define, spell, pronounce and use medical terms with application in the many contexts of working in a medical office.

### **ADMM1110 - Medical Documentation I ..... (4 credits)**

This course covers the fundamentals of healthcare documentation and medical record production, legal and ethical issues and responsibilities, software usage and utilization of medical references in healthcare-related communication and research.

### **ADMM1122 - Medical Office Procedures ..... (4 credits)**

This course offers hands-on training in the tasks performed by medical administrative personnel in medical office settings. Topics include the role of the medical administrative professional, exploration of health care careers, legal and ethical responsibilities, medical appointments and calendars, professional communication including telephone techniques, reception and registration of patients, electronic health record responsibilities, introduction to billing and insurance procedures, and an introduction to medical office management.

#### **Corequisites:**

- ADMM1104 Medical Language Applications I OR HLTH1116 Medical Terminology

### **ADMM1150 - Medical Billing/Insurance ..... (4 credits)**

This course provides information related to medical billing and health insurance. Topics covered include billing and statement preparation in the medical office, introduction to medical coding, types of health insurance coverage, insurance claim processes and related ethical and legal issues.

#### **Corequisites:**

- ADMM1104 Medical Language Applications I OR HLTH1116 Medical Terminology

### **ADMM1152 - Outpatient Coding ..... (4 credits)**

Medical codes are used to identify procedures and diagnoses that pertain to a patient's health care encounter. This course is an introduction to medical coding and emphasizes coding in medical offices and other outpatient care facilities. Course topics include ICD-10 (International Classification of Disease 10th revision), CPT (Current Procedural Terminology) and HCPCS (Healthcare Common Procedural Coding System), and legal and ethical issues related to outpatient coding practices.

#### **Prerequisites:**

- ADMM1104 Medical Language Applications I OR HLTH1110 Introduction to Anatomy & Physiology

### **ADMM1160 - Medical Documentation II ..... (3 credits)**

This course is an extension of Medical Documentation I, expanding skills in the English language, technology, medical knowledge, proofreading, editing, research and extracting information from healthcare records.

#### **Prerequisites:**

- ADMM1104
- ADMM1110

### **ADMM1200 - Medical Office Technology Tools ..... (2 credits)**

Students will utilize technology that is commonly used in a medical office setting and develop 10-key skills necessary for billing and insurance practices.

### **ADMM2104 - Medical Language Applications II ..... (3 credits)**

This course is a continuation of Medical Language Applications I and prepares nonclinical students to provide effective written or oral communication in encounters with patients, health care providers and other health care staff. Construction, definition, spelling, pronunciation, and proper written and verbal usage of medical terminology pertaining to pharmacology, surgical and anesthesia procedures, laboratory and pathology, oncology, psychiatry and psychology, and physical and occupational therapy are emphasized. Students will apply medical language knowledge to simulated real-life applications from a medical office environment. In-depth analysis and application of verbal and written communication is covered.

#### **Prerequisites:**

- ADMM1104

**ADMM2130 - Medical Office Career Insight ..... (2 credits)**

This course explores topics in the health care industry as they impact the medical administrative professional. Students will have the opportunity to focus on local, regional or national topics in preparation for a medical office career. Students will learn to appropriately present their acquired skills, knowledge and personal attributes to prospective health care employers.

**Prerequisites:**

- ADMM1160

OR

- ADMM1122

**ADMM2500 - Human Disease Applications for Administrative Health Professionals ..... (3 credits)**

Knowledge of human diseases is crucial for administrative health personnel to efficiently and accurately assist health care providers and staff with the many administrative tasks associated with health care treatment. This course focuses on common signs and symptoms of disease affecting the human body including associated procedures, diagnostic testing and treatment. Recognition of emergent and urgent symptoms is addressed. Knowledge of the many aspects of human disease is needed to effectively provide health care support services and interact with patients presenting electronically, verbally or in person with administrative health personnel. Practical applications in communication, documentation and billing for the administrative medical office are emphasized.

**Prerequisites:**

- HLTH1110

**Corequisites:**

- HLTH1110

**HLTH1110 - Introduction to Anatomy and Physiology ..... (3 credits)**

This course is an introduction to the structure and function of the human body. Focus will be on the study of each individual organ system and the interaction of each system with the rest of the body.

**COMM1120 - Introduction to Public Speaking ..... (3 credits)**

Meets MnTC Goal Area 1. This course clarifies the process of oral communication, clarifies the basic principles of public speaking and allows the student to increase the application of these principles while both speaking and listening.

**COMM1130 - Small Group Communication ..... (3 credits)**

Meets MnTC Goal Areas 1 and 2. This course focuses on communication issues in small groups and the importance of small group work in business today. An emphasis will be placed on improving communication skills for successful teamwork, group cohesiveness and the responsibility to group goals and tasks. Students will be provided with opportunities to build their group communication skills through practice.

**COMM1140 - Interpersonal Communication ..... (3 credits)**

Meets MnTC Goal Area 1. This course will focus on improving students' abilities to communicate effectively in one-to-one dyadic encounters by providing experience-based instruction. Extensive in-class and out-of-class analyses allow the student to examine his/her own and others' informal social interactions. The long-term goal is for the student to apply interpersonal communication theories to daily interactions and draw his/her own conclusions about the effectiveness of interpersonal communication.

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## Program Plan — "Primary"

Locations: Online

### 1st Fall Term (16 credits)

#### Courses

Course	Crds
ADMM1104 - Medical Language Applications I .....	3
ADMM1110 - Medical Documentation I .....	4
ADMM1122 - Medical Office Procedures .....	4
ADMM1200 - Medical Office Technology Tools .....	2
HLTH1110 - Introduction to Anatomy and Physiology .....	3

### 1st Spring Term (16 credits)

#### Courses

Course	Crds
ADMM1150 - Medical Billing/Insurance .....	4
ADMM1152 - Outpatient Coding .....	4
ADMM2104 - Medical Language Applications II .....	3
ADMM2130 - Medical Office Career Insight .....	2
ADMM2500 - Human Disease Applications for Administrative Health Professionals .....	3

### 2nd Fall Term (12 credits)

#### Courses

Course	Crds
ADMM1160 - Medical Documentation II .....	3

#### 6 credits in one or more of the following:

COMM1120 - Introduction to Public Speaking .....	3
COMM1130 - Small Group Communication .....	3
COMM1140 - Interpersonal Communication .....	3

#### 3 credits in one or more of the following:

General Education w/MnTC Goals