

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
	Total

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

Other requirements or restricted electives



Course summaries



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Program Plan — ""

Locations:

