

A.A.S. Medical Office Specialist



CROWDER COLLEGE

Medical Office Program

The medical profession is rapidly changing, and with these changes comes the need for highly skilled support personnel. Crowder's Associate of Applied Science Medical Office Specialist degree is designed to prepare individuals for employment as office support staff and medical transcriptionists in a variety of health care settings including private medical practices, hospitals, clinics, public health departments, government agencies, or insurance firms. Students develop important career skills in typing/transcription, document filing/processing, medical billing and coding, medical records handling, and medical office procedures. It provides training for both first-time job seekers and experienced employees who wish to advance in their careers.

Program Outcomes

- Demonstrate the use of medical coding, transcription, and medical specific software
- Support management in medical office administration
- Prepare and manage business documents
- Demonstrate business communication skills
- Utilize appropriate office technology and software
- Execute duties of a medical office administrator
- Practice professional interpersonal relations with diverse patients/client customers using a knowledge of medical, legal, and ethical issues
- Demonstrate the use of medical terminology

Potential Careers

- Medical Administrative Assistant
- Medical Transcriptionist
- Medical Office Assistant
- Medical Office Manager
- Medical Records Technician
- Medical Scribe

Salary

For salary and wage information, visit missourieconomy.org or bls.gov

Contact

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For a Current Course of Study and Suggested Plan of Study, visit:
<http://www.crowder.edu/business>

For our current catalog, visit:
<http://www.crowder.edu>

Associate of Applied Science Medical Office Specialist

At the center of every busy medical office is a team of trained professionals who work with patient records, medical documents, and other medical office matters. The Medical Office Specialist program at Crowder College is designed to prepare students with the knowledge, technical skills, and work habits required to pursue entry-level positions in medical offices.

First Semester (Fall)		Hours	Third Semester (Fall)		Hours
COLL 101	College Orientation	1	BSAD 130	Business Communications*	3
ENGL 101	English Composition I* (or ENGL 100)	3	BSAD 216	Database Management*	2
BMGT 223	Business Ethics	3	OA 108	Intro to Transcription (Fall only)	3
BSAD 121	Business Math*	3	OA 200	Word Processing (Fall only)	3
OA 107	College Keyboarding	3	OA 215	Medical Terminology	3
SPCH 101	Fundamentals of Speech*	3		Approved Business Elective	2
	TOTAL	16		TOTAL	16
Second Semester (Spring)			Fourth Semester (Spring)		
ACCT 201	Principles of Accounting I	3	BSAD 103	Professional Development	2
BSAD 125	Computer Applications	3	HIT 220	ICD Coding* (Spring only)	3
ENGL 102	English Comp II* (or ENGL 101, 203*)	3	HIT 230	CPT Coding* (Spring only)	3
HIST 106	U.S. History I (or PLSC 103, 104*)	3	OA 208	Medical Trans* (Spring only)	3
OA 102	Filing Systems/Records Mgt (Spring only)	3	OA 212	Medical Office Proc (Spring only)	3
	TOTAL	15	OA 233	Medical Office Internship	2
				TOTAL	16
				TOTAL HOURS REQUIRED	63

*Prerequisite required

Getting Started

Complete an Application for Admission

\$25 application fee must accompany your application. Applications may be completed online by clicking the Apply Now! link

Take a Placement Exam: COMPASS or ACT

COMPASS is a computerized placement exam that will help your academic advisor place you in the correct English, Reading and Math classes. Call (417) 455-5602 or any off-campus site to schedule a testing time. For more information concerning COMPASS, please visit our website.

Review the Schedule of Classes

This will give you a chance to become familiar with the types of classes Crowder College has to offer. Check out the Course Schedules under the Academics tab on the "My Crowder" link.

Enroll During Open Enrollment

Check the website or Announcements for current dates.

Provide Your Academic History

Have your high school transcript or GED scores, plus any previous college transcripts, sent to our Records Office.

Make Payment Arrangements

Payment arrangements must be made by the first day of regular enrollment: cash, payment plan, scholarship, financial aid. Apply for financial aid online at www.fafsa.gov, Crowder College School Code: 002459. All A+ Program and CAMP students must complete the FAFSA.

Financial Aid

Various forms of financial aid are available to qualified students, including scholarships, loans and grants. Scholarship information and applications are available on the Crowder College website: www.crowder.edu. Students may complete the Free Application for Federal Student Aid online at: www.fafsa.gov