

# Medical Office Professional AAS DEGREE

## Program Overview

Medical Office Professionals are critical to the support of clinical staff in the health care industry. Physicians, nurses and other direct patient-contact personnel rely on well-trained medical office professionals to assist them in the creation, maintenance, and retention of quality medical documentation based on patient care. The medical office professional's job may include transcribing medical documents, creating and processing correspondence, scheduling patient appointments, scanning documents into digital health records, releasing patient information, collecting or abstracting medical data, understanding reimbursement methodologies, meeting physician documentation needs, and other related duties.

Applicants should possess excellent communication skills, meticulous attention to detail, good spelling, finger dexterity, and extreme accuracy in their work. Candidates considering this field should be comfortable reading and analyzing data for long periods of time, listening to dictated material for extended periods, assisting the patient documentation needs, and working on an independent basis.

## Career Opportunities

Medical Office Professionals enjoy salaries in the top bracket of office professionals. Some may advance to office supervisors or managers with further education; and some may develop their own business based on their medical office specialty, such as transcription.

The Medical Office Professional may work in a physician's office, surgery center, specialty clinic, hospital, insurance company, government agency, research foundation, long-term care facility, dental office, consulting firm, rehabilitation center or other health care facility.

According to the Bureau of Labor Statistics, Medical Secretarial Occupations are anticipated to increase by +/- 16% between 2018 and 2028 ([www.bls.gov](http://www.bls.gov)).

## Program Outcomes

1. Graduates will apply basic medical sciences in accordance to the profession.
2. Graduates will demonstrate use of office and healthcare-based software applications.
3. Graduates will demonstrate entry-level data collection, documentation, and healthcare regulatory practices.
4. Graduates will apply business procedures in accordance with the medical office profession.
5. Graduates will transcribe and edit medical reports and related office correspondence.

## Program Faculty

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## Part-time/Full-time Options

This program can be completed by using a combination of online, day, evening, and Saturday courses. Part-time and full-time options are available.

## Program Requirements

- Check off when completed
- All classes must be successfully completed with grade "C" or better.

Course	Cr
<input type="checkbox"/> BTEC 1421 Business Information Applications 1 . . .	3
<input type="checkbox"/> BTEC 1423 Business Information Applications 2 . . .	4
<input type="checkbox"/> BTEC 2410 Business Procedures . . . . .	4
<input type="checkbox"/> BUSN 1410 Introduction to Business . . . . .	3
<input type="checkbox"/> BUSN 1480 Business Career Resources . . . . .	1
<input type="checkbox"/> MEDS 1420 Health Information Foundations . . . . .	3
<input type="checkbox"/> MEDS 1470 Anatomy & Physiology/ Medical Office . . . . .	3
<input type="checkbox"/> MEDS 1480 Medical Terminology . . . . .	3
<input type="checkbox"/> MEDS 1551 Medical Formatting/Transcription 1 . . .	3
<input type="checkbox"/> MEDS 1552 Transcription and Documentation II . . .	3
<input type="checkbox"/> MEDS 1553 Advanced Medical Documentation . . .	3
<input type="checkbox"/> MEDS 1560 Computerized Health Information . . .	3
<input type="checkbox"/> MEDS 1570 Human Disease . . . . .	3
<input type="checkbox"/> MEDS 2430 Pharmacology for the Medical Office . .	2
<b>Subtotal . . . . .</b>	<b>41</b>

## General Education/MnTC Requirements Cr

- Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
- Goal 1: Communication . . . . . 7  
ENGL 1711 Composition 1 – 4 cr  
COMM 17XX – 3 cr
  - Goal 3 or Goal 4 . . . . . 3  
Goal 3: Natural Sciences OR  
Goal 4: Mathematical/Logical Reasoning
  - Goal 5: History, Social Science and Behavioral Sciences . . . . . 3
  - Goal 6: Humanities and Fine Arts . . . . . 3
  - Goals 1-10 of the Minnesota Transfer Curriculum . . 3  
Select a minimum of 3 additional credits
- General Education Requirements . . . . . 19**

**Total Program Credits . . . . . 60**

## Program Start Dates

Fall, Spring, Summer-limited course offerings

## Course Sequence

The course sequence listed on the back of this guide is required.

*See back of this guide for  
Course Sequence & Transfer Opportunities*

### Minimum Program Entry Requirements

Students entering this program must meet the following minimum program entry requirements:

**Reading:** Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

**Writing:** Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

**Arithmetic:** Score of 250+

**Keyboarding Skills:** Minimum of 40 WPM with 3 errors or less or a grade of "C" or better in BTEC 1400.

**Computer Skills:** Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of "C" or better in BTEC 1418.

**Assessment Results and Prerequisites:** Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

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*Information is subject to change.  
This Program Requirements Guide is not a contract.*

## Medical Office Professional AAS DEGREE *(continued)*

### Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Not all courses are offered each semester; a selection of courses is offered summer term.

All classes must be successfully completed with a grade of "C" or better.

#### First Semester (Year 1)

BTEC 1421 Business Information Applications 1 . . . . .	3
BUSN 1410 Introduction to Business . . . . .	3
MEDS 1420 Health Information Foundations . . . . .	3
MEDS 1470 Anatomy & Physiology/Medical Office . . . . .	3
MEDS 1480 Medical Terminology . . . . .	3
<b>Total Semester Credits.</b> . . . . .	<b>15</b>

#### Second Semester (Year 1)

BTEC 1423 Business Information Applications 2 . . . . .	4
MEDS 1570 Human Disease . . . . .	3
Goal 1: ENGL 1711 Composition 1 . . . . .	4
Goal 6: Humanities and Fine Arts . . . . .	3
<b>Total Semester Credits.</b> . . . . .	<b>14</b>

#### Third Semester (Year 2)

BTEC 2410 Business Procedures . . . . .	4
MEDS 1551 Medical Formatting/Transcription 1 . . . . .	3
MEDS 1552 Transcription And Documentation II . . . . .	3
Goal 1: COMM 17XX . . . . .	3
Goal 3: Natural Sciences	
OR Goal 4: Mathematical/Logical Reasoning . . . . .	3
<b>Total Semester Credits.</b> . . . . .	<b>16</b>

#### Fourth Semester (Year 2)

BUSN 1480 Business Career Resources . . . . .	1
MEDS 1553 Advanced Medical Documentation . . . . .	3
MEDS 1560 Computerized Health Information . . . . .	3
MEDS 2430 Pharmacology for the Medical Office . . . . .	2
Goal 5: History, Social Sciences and Behavioral Sciences . . . . .	3
Goals 1-10: Minnesota Transfer Curriculum . . . . .	3
<b>Total Semester Credits.</b> . . . . .	<b>15</b>

**Total Program Credits . . . . .60**

### Transfer Opportunities

Saint Paul College has transfer agreements & partnerships between many post-secondary institutions. For more information please go to [saintpaul.edu/Transfer](http://saintpaul.edu/Transfer).