

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 +/- 22.5% between 2016 and 2026 (www.bls.gov).

Program Outcomes

1. Graduates will possess the knowledge and skills needed for employment as a Medical Office Professional.
2. Graduates will be proficient in the use of computer software applications, including advanced spreadsheet and database knowledge.
3. Graduates will possess an understanding of medical terminology, human disease, pharmacology, anatomy and physiology, patient confidentiality including HIPAA privacy rules, and will be able to professionally interact with healthcare providers and patients.
4. Graduates will transcribe/edit medical reports and related office correspondence.
5. Graduates of Medical Office Professional program are eligible to apply to write the Association for Healthcare Documentation Integrity, Registered Healthcare Documentation Specialist (RHDS) examination.

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
Subtotal	41

General Education/MnTC Requirements Cr

Refer to the Minnesota Transfer Curriculum Course List for each Goal Area

- Goal 1: Communication7
ENGL 1711 Composition 1 – 4 cr
COMM 17XX – 3 cr
 - Goal 3 or Goal 43
Goal 3: Natural Sciences OR
Goal 4: Mathematical/Logical Reasoning
 - Goal 5: History, Social Science and Behavioral Sciences3
 - 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 and Transfer Opportunities

Minimum Program Entry Requirements

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

Reading: Score of 78+ or grade of "C" or better in READ 0722

Writing: Score of 78+ on Reading Comprehension or grade of "C" or better in ENGL 0922

Arithmetic: Score of 52+ or grade of "C" or better in MATH 0745

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
Total Semester Credits	15

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
Total Semester Credits	14

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
Total Semester Credits	16

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
Total Semester Credits	15

Total Program Credits **60**

Transfer Opportunities

Saint Paul College has a transfer articulation agreement between the following program and post-secondary institutions for the baccalaureate degree programs listed below.

For more information please go to saintpaul.edu/Transfer.

Medical Office Professional AAS

BA	Health Care Administration Concordia University, St. Paul
BA	Individualized Studies Metropolitan State University
BS	Healthcare Management Herzing University
BS	Healthcare and Human Service Management Saint Mary's University, Twin Cities Campus