

## Medical Office Professional (Associate of Applied Science)

### Associate of Applied Science Degree

1,215 Contact Hours

62.33 Semester Credits

70 Instructional Weeks – Full Time

Program offered at:

Memphis, Tennessee

*\*Effective September 10, 2018, the Memphis campus is currently not enrolling in this program.*

### Medical Office Professional (Associate of Applied Science) Mission Statement:

The purpose of the Medical Office Professional degree program is to provide students the opportunity, along with their occupational skills, to develop essential basic skills for continued learning and career development through general education courses that include: mathematics; written, verbal, and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. The program prepares students to successfully complete the American Academy of Professional Coders (AAPC) certification test.

### Learning Objectives / Instructional Outcomes

The program includes general education courses covering mathematics, written, verbal, and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in computer skills, medical terminology, anatomy and physiology, medical office procedures, communication, psychosocial skills, office procedures, insurance, and ancillary coding procedures with continuous practice in the school labs.

### Career Overview

The Medical Office Professional has the skills necessary to handle most medical office business and financial operations, including accounts receivable and payable, billing and fee collection, payroll and taxes, records management, insurance claims processing, typing, and word processing. The Medical Office Professional brings a thorough understanding of medical and insurance terminology along with skills in interpersonal communications and public relations. Employment opportunities in this field are to be found in a broad range of settings, from physicians' and dentists' offices, to long-term-care facilities and hospitals, to medical insurance companies.

**In order to graduate from the Medical Office Professional (Associate of Applied Science) program, students must successfully complete the following curriculum:**

Course #	Course Title	Theory Hours	Lab Hours	Extern Hours	Semester Credits
POFM1412	Medical Office Procedures	40	40		4.00
POFM1422	Computer Applications	40	40		4.00
POFM1432	Medical Terminology & Communications	40	40		4.00
POFM1442	Medical Insurance Claims	40	40		4.00
POFM1452	Medical Insurance Coding	40	40		4.00
POFM1462	Medical Office Applications	40	40		4.00
POFM1572	Externship			240	5.33
MATH1320	College Algebra	45			3.00
ENGL1310	English Composition I	45			3.00
COMM1310	Elements of Human Communication	45			3.00
PHIL1310	Critical Thinking	45			3.00
PSYC1310	General Psychology	45			3.00
PSYC1320	Human Growth & Development	45			3.00
SOCI1310	Introduction to Sociology	45			3.00
CSCI1310	Computer Science	45			3.00
BIOL1301	Anatomy & Physiology	45			3.00
BIOL1330	Microbiology	45			3.00
NUTR1310	Nutrition	45			3.00
<b>Subtotals</b>		<b>735</b>	<b>240</b>	<b>240</b>	<b>62.33</b>