

## Medical Office Professional (Diploma)

### Diploma Program

800 Contact Hours  
35.0 Semester Credits  
32 Instructional Weeks – Full Time

Program offered at:  
Memphis, Tennessee  
and  
Southaven, Mississippi

### Medical Office Professional (Diploma) Mission Statement:

The program provides students the with sufficient theoretical knowledge and specialized skills for an entry-level administrative position in allied health. The program prepares students to take the American Academy of Professional Coders (AAPC) certification test.

### Learning Objectives / Instructional Outcomes

The program includes courses covering computer applications, medical terminology, and medical insurance basics. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in computer skills, medical terminology, 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 program, students must successfully complete the following curriculum:**

Course #	Course Title	Theory Hours	Lab Hours	Extern Hours	Semester Credits
CPSO1111*	Career Path Success A	15			1.00
CPSO1112*	Career Path Success B	15			1.00
CPSO1113*	Career Path Success C	15			1.00
CPSO1114*	Career Path Success D	15			1.00
CPSO1115*	Career Path Success E	15			1.00
CPSO1116*	Career Path Success F	15			1.00
POFM1413**	Medical Office Procedures	40	40		4.00
POFM1423**	Computer Applications	40	40		4.00
POFM1433**	Medical Insurance Coding I	40	40		4.00
POFM1443**	Medical Insurance Coding II	40	40		4.00
POFM1453**	Medical Insurance Claims Processing	40	40		4.00
POFM1463**	Medical Office Applications	40	40		4.00
POFM1201**	Externship I			115	2.50
POFM1202**	Externship II			115	2.50
	<b>Subtotals</b>	<b>330</b>	<b>240</b>	<b>230</b>	<b>35.0</b>

\* These courses are offered online.

\*\*A portion of these courses are offered online.

For course descriptions, a breakdown of credit hours and other program-specific information, please review the Campus Catalog on [concorde.edu](http://concorde.edu). To learn about our graduation rates, the median debt of students who completed programs, and other important information, visit [concorde.edu/disclosures](http://concorde.edu/disclosures).