



NORTHEAST STATE

We're here to get you there

Division of Business Technologies

2425 Hwy. 75 • P.O. Box 246
Blountville, Tennessee 37617-0246
800.836.7822 (Admissions and Records)
Fax 423.323.0215
www.NortheastState.edu
2019-2020

Administrative Professional Technology Medical Office

An Associate of Applied Science Degree Program



PROGRAM DESCRIPTION

The Medical Office concentration prepares individuals for a variety of positions in today's medical office environment, such as medical receptionists, medical record clerks, hospital ward clerks, medical insurance clerks, patient account representatives, medical transcriptionists, medical administrative assistants, and physician or hospital coders. The program provides the opportunity for skill development in the areas of software applications, office procedures, electronic health records, medical information management, communications, transcription, and coding.

After completing program requirements, students will be academically prepared to take the following:

- Microsoft Office Specialist (MOS) core level Word, Excel, and PowerPoint certification exams.
 - Certified Professional Coder (CPC) certification exam*
- *ICD-PCS and CPT Coding course completion required.

However, successful completion of the program does not guarantee a passing score on the certification exams.

The Administrative Professional Technology program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

11520 West 119th Street
Overland Park, KS 66213
Telephone: 913.339.9356

TYPICAL PROGRAM OF STUDY

Course No.	Course Title	Credit
FALL		
EDUC 1030	College and Lifelong Learning	3
ENGL 1010	English Composition I	3
ADMN 1305	Business English	3
ADMIN 1311	Word Processing I	3
INFS 1010	Computer Applications	3
SPRING		
ADMN 1306	Medical Terminology I	3
ADMN 1308	Office Procedures	3
ADMN 1310	Business Communications	3
ADMN 2321	Introduction to Managing Health Information	3
ADMN 2326	Word Processing II	3
FALL		
ADMN 1313	Spreadsheet Applications	3
ADMN 2307	Medical Transcription	3
or		
ADMN 2308	Administrative Office Management	3
or		
ADMN 2311	ICD-PCS Coding	3
Elective	Humanities Elective (an approved elective from the general education core)	3
Elective	Math Elective (an approved elective from the general education core)	3
Elective	Communication Elective (an approved elective from the general education core)	3
SPRING		
ADMN 2303	CPT Coding	3
ADMN 2304	Introduction to Electronic Health Records	3
ADMN 2375	Career Development and Planning	3
ADMN 2390	Capstone Experience for APT	3
ECON 2100	Principles of Macroeconomics	3
or		
ECON 2200	Principles of Microeconomics	3
Total Credit Hours		60

Additional courses may be required to overcome deficiencies in English, mathematics, and reading.

APPLICATION PROCEDURE

A student desiring to enroll in the Associate of Applied Science degree program in Administrative Professional Technology – Concentration: Medical Office must:

1. Submit the Northeast State Application for Admission to the Office of Admissions and Records.
2. Indicate Administrative Professional Technology – Concentration: Medical Office as the desired major on the Northeast State application form.
3. See a faculty advisor from the Administrative Professional Technology program prior to registering for classes.

TYPICAL JOB OPPORTUNITIES:

Medical Administrative Assistant: Performs secretarial and administrative support services for the executive and/or medical staff.

Medical Coding and Billing Clerk: Reviews patient records and assigns codes to record the procedures performed, account for supplies, and document the physicians' diagnoses.

Medical Insurance Clerk: Assists medical practitioners, treatment facilities, and insurance companies with obtaining documentation and information related to filing medical insurance claims and billing patients.

FOR FURTHER INFORMATION CONTACT:

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or

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or

Danny Lawson, Dean
Business Technologies
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dllawson@NortheastState.edu

PROGRAM COMPETENCIES

1. Assume responsibility with minimal supervision, exercise initiative and judgment, employ effective time management techniques, and make decisions as team members within the scope of assigned authority relevant to their roles as entry-level secretaries, office managers, or administrative assistants.
2. Use application-specific software, vocabulary, and appropriate technology to perform assigned tasks and to produce accurate, grammatically correct, and properly formatted input and output.
3. Develop and implement appropriate records management systems, utilizing the principles of alphabetic, numeric, subject, geographic, or electronic filing systems.
4. Manage projects, resources, and personnel prioritizing multiple tasks and incorporating strategic-thinking, critical-thinking, and problem-solving skills and communicate effectively, both orally and in writing.
5. Demonstrate critical thinking skills for inquiry and analysis and assimilation of facts and knowledge.
6. Demonstrate the ability to recognize and adapt to change in the workplace environment, including exhibiting a sensitivity to generational differences and cultural diversity.

Five-Year Average Placement Rate

96%

Average Starting Salary Range*

\$23,000 - \$47,000

*Source:

Bureau of Labor Statistics, Occupational Employment Statistics Survey; Tennessee Department of Labor and Workforce Development, Labor Market Information

Northeast State Community College is part of the Tennessee Board of Regents system, the nation's sixth largest higher education system, governing 46 post-secondary educational institutions. The TBR system includes six universities, 13 two-year colleges and 27 technology centers, providing programs in 90 of Tennessee's 95 counties to more than 200,000 students.

Northeast State Community College does not discriminate against students, employees or applicants for admission or employment on the basis of race, color, religion, creed, ethnic national origin, sex, sexual orientation, gender identity/ expression, disability, age, status as a covered veteran, genetic information or any other legally protected class with respect to all employment, programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Tim Harrison, Equity & Compliance Officer/Chief Advancement Officer, P.O. Box 246, Blountville, TN 37617-0246, 423.354.5296, complianceofficer@NortheastState.edu.

Northeast State Community College's policy on nondiscrimination can be found at <http://cwis.northeaststate.edu/oie/policymanual/pol.asp?p=254>.

Northeast State is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northeast State.