

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. 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. Career opportunities include medical receptionist, medical records specialist, insurance claims representative, patient account representative, medical administrative assistant, and physician or hospital coder.

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

- Microsoft Office Specialist (MOS) certification exams: Word Associate and Excel Associate
 - Certified Electronic Health Records Specialist (CEHRS)
 - Certified Medical Administrative Assistant (CMAA)
 - Certified Professional Coder (CPC) certification exam*
- *Successful course completion of ICD-PCS and CPT Coding.

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
ADMN 1306	Medical Terminology I	3
ADMIN 1311	Word Processing I	3
SPRING		
ADMN 1308	Office Procedures	3
ADMN 1310	Business Communications	3
ADMN 1312	Keyboarding & Formatting II	3
ADMN 2321	Introduction to Managing Health Information	3
INFS 1010	Computer Applications	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 Specialist: Reviews patient records and assigns codes to record the procedures performed, account for supplies, and document the physicians' diagnoses.

Medical Insurance Specialist: 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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PROGRAM COMPETENCIES

1. Assume responsibility with minimal supervision, exercise initiative and judgment, employ effective time management techniques.
2. Use appropriate application-specific software to perform assigned tasks to produce accurate, grammatically correct, and properly formatted input and output.
3. Demonstrate an understanding of medical terminology and its application in the medical office environment.
4. Manage projects, resources, prioritizing multiple tasks, incorporating strategic-thinking, critical-thinking, and problem-solving skills.
5. Demonstrate proficiency in communication both orally and in writing.
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

100%

Average Starting Salary Range*

\$30,230 - \$47,180

*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, Tennessee's largest higher education system, governing 40 post-secondary educational institutions with over 200 teaching locations. The TBR system includes 13 two-year colleges, 27 colleges of applied technology, and TN eCampus, providing programs to students across the state, country, and world.

Northeast State Community College does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, disability, age status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Linda W. Calvert, Vice President for Institutional Advancement and Culture, AffAct@NortheastState.edu, P.O. Box 246, Blountville, TN 37617-0246, 423.323.0222.

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

Northeast State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree. Northeast State also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Northeast State Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).