

Associate of Applied Science Degree

Medical Office Administration

If you see yourself working in various areas of the medical office versus performing only coding or transcription responsibilities, you will be attracted to this program, which prepares the graduate to be a generalist in the medical office, filling their days with a variety of types of work and more contact with people.

As **Medical Office Professional**, you could be ultimately responsible for creation and maintenance of a various record-keeping systems within a medical organization. Your workday responsibilities will include organizing and evaluating patient medical records for the office, transcribing medical reports and correspondence from voice files created by dictators, and reviewing medical records for accuracy and completeness. You may also be asked to abstract and code clinical data using standard classification systems. In addition, you would be qualified to maintain patient payment records, as well as phone systems of the office.



What kind of job will I get?

Most employment opportunities will be located in physicians' offices. In this career field you are nearly always required to work at the place of business, rather than at home.

How much money will I make?

Average starting salary:
\$25,000—\$35,000

What kind of classes will I take?

Classes in this program include:
in medical terminology, human diseases, anatomy & physiology, pharmacology & laboratory medicine, medical transcription, and medical coding

STUDENT PROFILE

- Enjoys working in an office setting
- Attention to detail
- Excellent communications skills