

# MEDICAL OFFICE MANAGEMENT

**Program Number:** 10-160-3

Associate of Applied Science Degree

**Campus:** Fond du Lac

This program is eligible for financial aid (<http://www.morainepark.edu/financial-aid/>)

Advance your current career in health care or get started in the industry in less than two years with a Medical Office Management associate degree from Moraine Park Technical College.

## About the Program

Launch your career in the health care industry with a Medical Office Management degree from Moraine Park.

Medical office managers play a crucial role in the health care industry by planning and coordinating all aspects of medical and health services, including facility operations, clinical departments, and even management of a group practice of physicians.

The program is comprised of a progressive career ladder transitioning from two certificates (Administrative Medical Assistant (<https://catalog.morainepark.edu/programs/administrative-medical-assistant-certificate/>) and Medical Billing Specialist (<https://catalog.morainepark.edu/programs/medical-billing-specialist-certificate/>)) -> technical diploma (Medical Office Specialist (<https://catalog.morainepark.edu/programs/medical-office-specialist/>)) -> associate degree (Medical Office Management (<https://catalog.morainepark.edu/programs/medical-office-management-aas/>)).

Students will also earn a local certificate (Health Care Leadership (<https://catalog.morainepark.edu/programs/health-care-leadership-certificate/>)).

## What You'll Learn

Medical Office Management students gain knowledge in health care leadership practices, perform quality and risk management assessments, understand medical terminology and human anatomy, practice legal and ethical compliance in a health care setting, use electronic medical record (EMR) software and manage employee relations.

## Transfer Opportunities

Earn credits at MPTC and transfer to a four-year college to earn your bachelor's degree.

Visit the Transfer Opportunities (<https://www.morainepark.edu/academics/transfer-information/transfer-to-a-four-year-college/>) page for more information on credit transfer agreements between Moraine Park and four-year colleges, both public and private.

## Admission Process

Standard Admissions (<http://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/>) steps details

This program also requires:

- Health Requirements
- Criminal Background Check

## Credit for Prior Learning

Earn college credit outside the classroom through Moraine Park's Credit for Prior Learning (CPL) opportunities. Credit opportunities are available for:

- Previous college coursework from prior institutions
- Military training and experience
- Passing of MPTC or national exams
- Skills or knowledge developed on the job or through other life experiences

Visit MPTC's Credit for Prior Learning (<https://www.morainepark.edu/academics/transfer-information/credit-for-prior-learning/>) page for more information.

## Approximate Costs

- \$141.00 per credit (resident)
- \$211.50 per credit (out-of-state resident)
- Online students are not charged out-of-state fees.
- Please refer to the MPTC Student Handbook (<http://www.morainepark.edu/studenthandbook/>) for additional enrollment fee information.

## Financial Aid

Financial Aid is provided to aid eligible associate degree and technical diploma programs with 28 credits or more. Processing can take 6-8 weeks after a student's completed Free Application for Federal Student Aid (FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa/>)) is received. Visit the Financial Aid (<https://www.morainepark.edu/pay-for-college/financial-aid/>) page to learn more.

## Course Requirements

Course	Title	Credits
<b>Semester 1</b>		
501-101	Medical Terminology	3
501-107	Digital Literacy for Healthcare	2
509-101	Medical Assistant Administrative Procedures	2
509-102	Human Body in Health and Disease	3
509-107	Medical Office Insurance and Finance	2
801-136	English Composition 1	3
890-101	College 101	2
<b>Credits</b>		<b>17</b>
<b>Semester 2</b>		
160-151	Specialized Insurance Claims	3
160-152	Electronic Patient Billing	3
160-154	Medical Office Administration	2
160-160	Medical Office Practicum	2
501-108	Pharmacology for Allied Health	2
509-109	Medical Law, Ethics and Professionalism	2
<b>Credits</b>		<b>14</b>
<b>Semester 3</b>		
196-189	Team Building and Problem Solving	3
196-191	Supervision	3
804-107	College Mathematics	3
Communication Course ( <a href="https://catalog.morainepark.edu/academic-programming/general-education/communications/">https://catalog.morainepark.edu/academic-programming/general-education/communications/</a> )		3

Social Science Course ( <a href="https://catalog.morainepark.edu/academic-programming/general-education/behavioral-social-science/">https://catalog.morainepark.edu/academic-programming/general-education/behavioral-social-science/</a> )	3
Behavioral Science Course ( <a href="https://catalog.morainepark.edu/academic-programming/general-education/behavioral-social-science/">https://catalog.morainepark.edu/academic-programming/general-education/behavioral-social-science/</a> )	3
<b>Credits</b>	<b>18</b>
<b>Semester 4</b>	
160-162 Medical Practice Management	3
160-166 Medical Office Management Capstone	1
196-190 Leadership Development	3
196-192 Managing for Quality	3
196-169 Diversity and Change Management	3
809-195 Economics	3
<b>Credits</b>	<b>16</b>
<b>Total Credits</b>	<b>65</b>

## Additional Program Requirements

Students are required to complete Healthcare Provider CPR prior to Medical Office Practicum.

### Program Outcomes

- Demonstrate healthcare leadership.
- Perform quality and risk management.
- Apply medical terminology and human anatomy.
- Practice legal and ethical compliance in a healthcare setting
- Utilize practice management and electronic medical record (EMR) software.
- Provide employee relations.

## Pathways

- Medical Office Management Associate Degree (p. 1)
  - Medical Office Specialist Technical Diploma (<https://catalog.morainepark.edu/programs/medical-office-specialist/>)
    - Administrative Medical Assistant Certificate (<https://catalog.morainepark.edu/programs/administrative-medical-assistant-certificate/>)
    - Health Care Leadership Certificate (<https://catalog.morainepark.edu/programs/health-care-leadership-certificate/>)
    - Medical Billing Specialist Certificate (<https://catalog.morainepark.edu/programs/medical-billing-specialist-certificate/>)

Earn certificates, a technical diploma and associate degree along this pathway. Start with some courses for entry-level employment, and continue with additional courses for higher wages and job advancement.

## Career Opportunities

- Physician's offices and clinics
- Health insurance companies
- Nursing homes
- Skilled nursing facilities
- Public health departments

## Statewide Median Salary for Recent Graduates

\$31,197