

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 a certificate (Administrative Medical Assistant (<https://catalog.morainepark.edu/programs/administrative-medical-assistant-certificate/>)) -> technical diploma (Medical Assistant (<https://catalog.morainepark.edu/programs/medical-assistant/>)) -> associate degree (Medical Office Management (<https://catalog.morainepark.edu/programs/medical-office-management-aas/>)).

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 to a Four-Year College (<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

Tuition

Occupational

- \$146.20 per credit (resident)
- \$219.30 per credit (out-of-state resident)

Associate of Arts/Associate of Science

- \$188.90 per credit (resident)
- \$283.35 per credit (out-of-state resident)

Online students are not charged out-of-state fees.

Student Fees

- \$4.50 minimum per course Material Fee
- \$12.50 per-credit Supplemental Fee for Undergraduate courses
- \$10 minimum per credit Online Course Fee (Fee suspended for 2023-2024)
- \$4.50 per term mandatory Student Accident Insurance Fee

Please refer to Tuition & Fee Information (<https://catalog.morainepark.edu/admissions-registration/tuition-fee-information/>) for additional enrollment fee information.

Financial Aid

Financial Aid is available for associate degree and technical diploma programs (those that are 2 semesters in length and typically with 28 credits or more). Processing can take 4-5 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
Semester 1		
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
509-303	Medical Assistant Laboratory Procedures 1	2
509-304	Medical Assistant Clinical Procedures 1	4

890-101	College 101	2
Credits		18
Semester 2		
501-108	Pharmacology for Allied Health	2
509-107	Medical Office Insurance and Finance	2
509-109	Medical Law, Ethics and Professionalism	2
509-305	Medical Assistant Laboratory Procedures 2	2
509-306	Medical Assistant Clinical Procedures 2	3
509-310	Medical Assistant Practicum	3
801-136	English Composition 1	3
Credits		17
Semester 3		
102-110	Introduction to Business	3
196-191	Supervision	3
804-107	College Mathematics	3
Communication Course (https://catalog.morainepark.edu/academic-programming/general-education/communications/)		3
Social Science Course (https://catalog.morainepark.edu/academic-programming/general-education/behavioral-social-science/)		3
Credits		15
Semester 4		
160-162	Medical Practice Management	3
160-166	Medical Office Management Capstone	1
196-189	Team Building and Problem Solving	3
Behavioral Science Course (https://catalog.morainepark.edu/academic-programming/general-education/behavioral-social-science/)		3
Social Science Course (https://catalog.morainepark.edu/academic-programming/general-education/behavioral-social-science/)		3
Credits		13
Total Credits		63

- Skilled nursing facilities
- Public health departments

Statewide Median Salary for Recent Graduates

\$35,000

Additional Program Requirements

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

Program Outcomes

- Perform routine healthcare administrative procedures and business operations
- Apply technology skills to business and leadership tasks
- Maintain internal and external relationships
- Model professionalism and leadership in a healthcare setting
- Demonstrate effective workplace communications

Pathways

- Medical Office Management Associate Degree (p. 1)
 - Medical Assistant Technical Diploma (<https://catalog.morainepark.edu/programs/medical-assistant/>)
 - Administrative Medical Assistant Certificate (<https://catalog.morainepark.edu/programs/administrative-medical-assistant-certificate/>)

Earn a certificate, 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