

# Medical Office Management



● CAREER DEGREE    M MIDDLETOWN CAMPUS    DL DISTANCE LEARNING

Accredited by

Accreditation Council for Business Schools and Programs (ACBSP)

7007 College Boulevard, Suite 420

Overland Park, KS 66211

## Program Description

The Associate in Applied Science degree program in Medical Office Management prepares graduates to begin their careers in medical organizations. Emphasis is placed on developing office skills and knowledge of medical terms.

The medical office manager provides office support to medical facilities including records management, medical report production, patient interface, insurance and billing responsibilities, telephone interaction, and confidentiality.

Students take a sequence of office skill courses including various levels of Keyboarding, Microsoft Word and PowerPoint, Excel and Access, Transcription Skills, Medical Terminology, Physiology, and Medical Coding. Students learn to use modern office equipment and are exposed to realistic office situations through internships. Special medical projects are provided in Advanced Office Applications, Transcription Skills and Excel and Access.

*This degree has been approved by ACBSP and SUNY NYS Education Department for online distance learning delivery. This does not mean that SUNY Orange offers every course in the program online; however, many are offered in this format. Please check the current credit course schedule for online DL virtual course listings offered each semester.*

## Program Outcomes

Students will:

- demonstrate the ability to keyboard in correct form medical correspondence, which includes letters, memos, forms, reports, tables and statements
- demonstrate the ability to keyboard straight copy for five minutes with a maximum of three errors
- effectively communicate both orally and in written documents
- understand and apply proper medical codes
- learn critical thinking skills through an analytical business report project

## Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (HSEs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. All students begin with Introduction to Keyboarding and Office Applications to build basic keyboarding proficiency.

## Transfer Options

While the A.A.S. is a degree that prepares you for employment, SUNY Orange students have successfully transferred to:

- Franklin University (to another related degree)
- Mount St. Mary College
- Ramapo College
- SUNY Empire State College

## Your Career Coach

Medical office management career opportunities exist in the following fields:

- hospitals
- long-term care
- community agencies
- health maintenance organizations
- government and industry
- physicians' offices
- outpatient services
- military-medical services
- medical laboratories
- imaging centers

[Explore careers with Career Coach](#)

# SUNY Orange 22-23

## Medical Office Management Gateway Courses:

- Gateway courses: OFT 108, BUS 103, ACC 153
- Key courses: BUS 203, RAD 219, MLT 110, OFT 220
- Electives: Two Social Science Electives, Liberal Arts Elective, Approved Elective (CPR, First Aid, Stress Management, or a Business Elective)

*Courses above have been recommended by the department to help introduce you to the program (Gateway courses) and guide you in selecting courses that will provide you with the best academic experience (Key courses and suggested Electives).*

## First Semester

Course #	Course Name	P, C, P/C	Cr
ENG 101	Freshman English 1	P	3
OFT 108	Intro to Keyboarding and Office Applications		3
RAD 219	Medical Terminology	P	1
	Health or Other Approved Elective+		1-3
BUS 103	Introduction to Business		3
ACC 153	Financial Accounting	P	4
	Total Semester Credits		15-17

## Milestones

### During this semester, students should:

- Become familiar with your MySUNY Orange (Degree Works, Gmail, Banner, LMS, alerts and your academic information)

## Second Semester

Course #	Course Name	P, C, P/C	Cr
ENG 102	Freshman English 2	P	3
	Social Science Elective		3
OFT 103	Medical Coding	P	3
	Social Science Elective		3
OFT 109	Advanced Office Applications**	P	3
	Total Semester Credits		15

## Milestones

### During this semester, students should:

- Seek Academic Support Services/Tutoring
- Join the Business Club

## Third Semester

Course #	Course Name	P, C, P/C	Cr
	Math or Liberal Arts Science Elective		3
OFT 209	Microsoft Word and PowerPoint	P	3
BUS 203	Business Communications		3
MGT 205	Human Resource Management		3
Either	Transcription Skills**	P	
OFT 207			
Or	Medical Transcription	P	3
OFT 211			
	Total Semester Credits		15

## Milestones

### During this semester, students should:

- Explore employment and internship opportunities at Career and Internship Services

## Fourth Semester

Course #	Course Name	P, C, P/C	Cr
	Liberal Arts Elective		3
OFT 214	Excel and Access**	P	3
OFT 201	Records/Information Management	P	3
MLT 110	Fundamentals of Medical Physiology		3

---

<b>Course #</b>	<b>Course Name</b>	<b>P, C, P/C</b>	<b>Cr</b>
OFT 220	Office Internship#	P	3
	Total Semester Credits		15

---

**Milestones****During this semester, students should:**

- Audit your degree using Degree Works
- Apply for graduation

**TOTAL DEGREE CREDITS: 60-62****Notes:**

\*\*Special medical projects are provided in OFT 109, OFT 207, and OFT 214 for students in this program.

+Another course must be added to complete the degree such as CPR, First Aid, Stress Management, Concepts of Physical Wellness, or a business elective. Please see the department chair for other suggestions.