

**Medical Office Management
Associate of Applied Science**
Texas Southmost College
Division of Humanities

A degree in Medical Office Management will prepare the student to handle the functions of receptionist/appointment scheduler, billing specialist, business office coordinator, reimbursement specialist, and/or medical coder. It will also prepare them for positions such as a Medical Office Manager, Billing Supervisor, Office Coordinator, Reception Manager, or Medical Records Manager.

FIRST YEAR - FALL SEMESTER

Credit Hours

HITT 1305 Medical Terminology I	3
MDCA 1309 Anatomy and Physiology for Medical Assistants	3
POFM 1317 Medical Administrative Support	3
POFM 1300 Basic Medical Coding	3
HITT 1353 Legal and Ethical Aspects of Health Information.....	3

FIRST YEAR - SPRING SEMESTER

BCIS 1305 Business Computer Applications	3
HITT 1301 Health Data Content and Structure	3
MDCA 1343 Medical Insurance	3
POFM 2310 Intermediate Medical Coding.....	3
ENGL 1301 ⁺ Composition I.....	3

SECOND YEAR - FALL SEMESTER

ACNT 1303 Introduction to Accounting I.....	3
BMGT 1301 Supervision	3
HRPO 1311 Human Relations	3
POFI 1349 Spreadsheets	3
SPCH 1315 <u>Public Speaking</u>	3

SECOND YEAR - SPRING SEMESTER

XXXX X3XX ² Social and Behavioral Sciences Elective	3
POFM 2380 Cooperative Education – Medical Administrative/Executive Assistant and Medical Secretary	3
HRPO 2301 Human Resources Management.....	3
MATH 1332 ⁺ Contemporary Mathematics.....	3
XXXX X3XX ¹ Language, Philosophy & Culture / Creative Arts Elective.....	3

TOTAL CREDIT HOURS FOR GRADUATION - 60

⁺ Grade of “C” or better is required for graduation.

¹Language, Philosophy & Culture/Creative Arts Electives: Any General Education Core course that meets these categories

²Social and Behavioral Sciences Elective: Any General Education Core course that meets this category.

A minimum grade of “C” must be obtained in each (BCIS, HITT, POFM, MDCA, HRPO, POFI, BMGT, ACNT) course required in the degree plan.