

# Medical Office Professional (Diploma) - Memphis and Southaven

## Diploma Program

**Contact Hours:** 800

**Semester Credits:** 35

**Instructional Weeks – Full Time:** 32

**Average Time to Complete – Full Time:** 8 Months

Program offered at: Memphis, Tennessee and Southaven, Mississippi

## Medical Office Professional (Diploma) Mission Statement

The program provides students the with sufficient theoretical knowledge and specialized skills for an entry-level administrative position in allied health. The program prepares students to take the American Academy of Professional Coders (AAPC) certification test.

## Learning Objectives / Instructional Outcomes

The program includes courses covering computer applications, medical terminology, and medical insurance basics. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in computer skills, medical terminology, medical office procedures, communication, psychosocial skills, office procedures, insurance, and ancillary coding procedures with continuous practice in the school labs.

## Career Overview

The Medical Office Professional has the skills necessary to handle most medical office business and financial operations, including accounts receivable and payable, billing and fee collection, payroll and taxes, records management, insurance claims processing, typing, and word processing. The Medical Office Professional brings a thorough understanding of medical and insurance terminology along with skills in interpersonal communications and public relations. Employment opportunities in this field are to be found in a broad range of settings, from physicians' and dentists' offices, to long-term-care facilities and hospitals, to medical insurance companies.

**In order to graduate from the Medical Office Professional (Diploma) program, students must successfully complete the following curriculum:**

**For all students starting on or after May 15, 2023**

## Program Delivery

Option 1: Lecture/lab and externship courses will be delivered with an appropriate blend of both online and on-ground hours in the same course. Of the 800 program hours, a maximum of 400 course hours (50.0%) may be offered online.

Option 2: Lecture/lab courses will be delivered entirely online; externship course will be delivered either entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 800 program hours, a maximum of 640 course hours (80.0%) may be offered online.

## Option 1

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours (Ground/Online)	Lab Hours (Ground/Online)	Externship Hours (Ground/Online)	Semester Credit Hours
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POFM1513	Medical Office Procedures		55 ( 0 / 55 )	40 ( 40 / 0 )	0	5
POFM1523	Computer Applications		55 ( 0 / 55 )	40 ( 40 / 0 )	0	5
POFM1533	Medical Insurance Coding I		55 ( 0 / 55 )	40 ( 40 / 0 )	0	5
POFM1543	Medical Insurance Coding II		55 ( 0 / 55 )	40 ( 40 / 0 )	0	5
POFM1553	Medical Insurance Claims Processing		55 ( 0 / 55 )	40 ( 40 / 0 )	0	5
POFM1563	Medical Office Applications		55 ( 0 / 55 )	40 ( 40 / 0 )	0	5
POFM1201	Externship I	POFM1513 POFM1523 POFM1533 POFM1543 POFM1553 POFM1563			115 ( 80 / 35 )	2.5
POFM1202	Externship II	POFM1201			115 ( 80 / 35 )	2.5
<b>Subtotal</b>			<b>330 ( 0 / 330 )</b>	<b>240 ( 240 / 0 )</b>	<b>230 ( 160 / 70 )</b>	<b>35</b>

## Option 2

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours (Ground/Online)	Lab Hours (Ground/Online)	Externship Hours (Ground/Online)	Semester Credit Hours
POFM1513	Medical Office Procedures			55 ( 0 / 55 )	40 ( 0 / 40 )	0	5
POFM1523	Computer Applications			55 ( 0 / 55 )	40 ( 0 / 40 )	0	5
POFM1533	Medical Insurance Coding I			55 ( 0 / 55 )	40 ( 0 / 40 )	0	5
POFM1543	Medical Insurance Coding II			55 ( 0 / 55 )	40 ( 0 / 40 )	0	5
POFM1553	Medical Insurance Claims Processing			55 ( 0 / 55 )	40 ( 0 / 40 )	0	5
POFM1563	Medical Office Applications			55 ( 0 / 55 )	40 ( 0 / 40 )	0	5
POFM1201	Externship I	POFM1513 POFM1523 POFM1533 POFM1543 POFM1553 POFM1563				115 ( 80 / 35 )	2.5
POFM1202	Externship II	POFM1201				115 ( 80 / 35 )	2.5
<b>Subtotal</b>				<b>330 ( 0 / 330 )</b>	<b>240 ( 0 / 240 )</b>	<b>230 ( 160 / 70 )</b>	<b>35</b>

**Effective for all students starting on or after January 24, 2022, the Medical Office Professional program is delivered in a blended format with two options for enrollment.**

## Program Delivery

Option 1: Lecture/lab and externship courses will be delivered with an appropriate blend of both online and on-ground hours in the same course. Of the 800 program hours, a maximum of 400 course hours (50.0%) may be offered online.

Option 2: Lecture/lab courses will be delivered entirely online; externship course will be delivered either entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 800 program hours, a maximum of 640 course hours (80.0%) may be offered online.

### Option 1

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours (Ground/Online)	Lab Hours (Ground/Online)	Clinical Hours (Ground/Online)	Semester Credit Hours
CPSO1111	Career Path Success A			15 ( 0 / 15 )			1
CPSO1112	Career Path Success B			15 ( 0 / 15 )			1
CPSO1113	Career Path Success C			15 ( 0 / 15 )			1
CPSO1114	Career Path Success D			15 ( 0 / 15 )			1
CPSO1115	Career Path Success E			15 ( 0 / 15 )			1
CPSO1116	Career Path Success F			15 ( 0 / 15 )			1
POFM1413	Medical Office Procedures			40 ( 10 / 30 )	40 ( 30 / 10 )		4
POFM1423	Computer Applications			40 ( 10 / 30 )	40 ( 30 / 10 )		4
POFM1433	Medical Insurance Coding I			40 ( 10 / 30 )	40 ( 30 / 10 )		4
POFM1443	Medical Insurance Coding II			40 ( 10 / 30 )	40 ( 30 / 10 )		4
POFM1453	Medical Insurance Claims Processing			40 ( 10 / 30 )	40 ( 30 / 10 )		4
POFM1463	Medical Office Applications			40 ( 10 / 30 )	40 ( 30 / 10 )		4
POFM1201	Externship I					115 ( 80 / 35 )	2.5
POFM1202	Externship II					115 ( 80 / 35 )	2.5
<b>Subtotal</b>				<b>330 (60/270)</b>	<b>240 (180/60)</b>	<b>230 (160/70)</b>	<b>35</b>

\* These courses are offered online.

\*\* A portion of this course may be delivered online

## Option 2

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours (Ground/Online)	Lab Hours (Ground/Online)	Clinical Hours (Ground/Online)	Semester Credit Hours
CPSO1111 *	Career Path Success A			15 ( 0 / 15 )			1
CPSO1112 *	Career Path Success B			15 ( 0 / 15 )			1
CPSO1113 *	Career Path Success C			15 ( 0 / 15 )			1
CPSO1114 *	Career Path Success D			15 ( 0 / 15 )			1
CPSO1115 *	Career Path Success E			15 ( 0 / 15 )			1
CPSO1116 *	Career Path Success F			15 ( 0 / 15 )			1
POFM1413 *	Medical Office Procedures			40 ( 0 / 40 )	40 ( 0 / 40 )		4
POFM1423 *	Computer Applications			40 ( 0 / 40 )	40 ( 0 / 40 )		4
POFM1433 *	Medical Insurance Coding I			40 ( 0 / 40 )	40 ( 0 / 40 )		4
POFM1443 *	Medical Insurance Coding II			40 ( 0 / 40 )	40 ( 0 / 40 )		4
POFM1453 *	Medical Insurance Claims Processing			40 ( 0 / 40 )	40 ( 0 / 40 )		4
POFM1463 *	Medical Office Applications			40 ( 0 / 40 )	40 ( 0 / 40 )		4
POFM1201 *	Externship I					115 ( 80 / 35 )	2.5
POFM1202 *	Externship II					115 ( 80 / 35 )	2.5
<b>Subtotal</b>				<b>330 (0/330)</b>	<b>240 (0/240)</b>	<b>230 (160/70)</b>	<b>35</b>

\* These courses are offered online.

\*\* A portion of this course may be delivered online