

# Medical Office Professional (Associate of Applied Science) - Memphis

## **Associate of Applied Science**

**Contact Hours:** 1,205

**Semester Credits:** 62

**Instructional Weeks – Full Time:** 30

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

Program offered at: Memphis, Tennessee

## Medical Office Professional (Associate of Applied Science) Mission Statement

The purpose of the Medical Office Professional degree program is to provide students the opportunity, along with their occupational skills, to develop essential basic skills for continued learning and career development through general education courses that include: mathematics; written, verbal, and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. The program prepares students to successfully complete the American Academy of Professional Coders (AAPC) certification test.

## Learning Objectives / Instructional Outcomes

The program includes general education courses covering mathematics, written, verbal, and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in computer skills, medical terminology, anatomy and physiology, 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.

## Admission to the Program and Block Transfer

Applicants to the program must be graduates of a Medical Office Professional/Assistant Program and:

- Graduates of any Concorde Medical Office Professional/Assistant diploma program will receive 35 semester credits as a block transfer when enrolling in the Medical Office Professional Associate of Applied Science program at Memphis. A graduate of a Concorde Medical Office Professional/Assistant diploma program is exempt from additional entrance requirements.
- Graduates of Medical Office Professional/Assistant program from non-Concorde institutionally accredited post-secondary educational institutions recognized by the United States Department of Education may receive 35 semester credits upon evaluation of a transcript from the issuing school. In addition, non-Concorde applicants must meet all other entrance requirements as outlined in the Admissions section of this catalog.

## Required Courses

Course #	Course Title	Theory Hours	Lab Hours	Externship Hours	Semester Credit Hours
--	Block Transfer				35
BIOL1301 *	Anatomy & Physiology	45	0	0	3
COMM1310 *	Elements of Human Communication	45	0	0	3
CSCI1310 *	Computer Science	45	0	0	3
ENGL1310 *	English Composition I	45	0	0	3
MATH1320 *	College Algebra	45	0	0	3
PSYC1320 *	Human Growth & Development	45	0	0	3
PHIL1310 *	Critical Thinking	45	0	0	3
PSYC1310 *	General Psychology	45	0	0	3
SOCI1310 *	Introduction to Sociology	45	0	0	3
<b>Total</b>		<b>405</b>	<b>0</b>	<b>0</b>	<b>62</b>

\* These courses are offered online.