



Medical Office Specialist Diploma - 50 credits

Program Area: Administrative Support Careers - Medical (Fall 2017)

*****REMEMBER TO REGISTER EARLY*****

Program Description

The Medical Office Specialist transcribes dictation, prepares correspondence, records, and charts. Persons in this position need to know medical office terminology; be familiar with hospital, clinic, and laboratory procedures; and understand medical laws and ethics. In addition, the Medical Office Specialist may interact with patients, schedule appointments and meetings, work with patient files and records, and prepare insurance forms and billings.

Program Outcomes

- Plan and produce professional written business correspondence and medical correspondence using English and proofreading skills
- Plan and deliver verbal presentations using correct English skills
- Demonstrate keyboarding production proficiency
- Apply ARMA indexing and filing procedures and rules appropriate in a medical setting
- Transcribe mailable dictated medical reports and documents using correct medical transcription skills
- Demonstrate ability to correctly spell, define, and pronounce medical office terminology and/or abbreviations
- Demonstrate proficiency with drug reference books
- Utilize computer productivity software for business applications
- Integrate medical office tasks such as insurance, coding, banking, telephone techniques, billing, and scheduling of appointments
- Apply learned skills and knowledge from the Medical Office Specialist program in an actual or simulated medical setting
- Exhibit ethical behavior, a positive self-image, and professional conduct
- Develop a job search plan, prepare appropriate documents, and exhibit appropriate interview skills

Required Courses

Number	Name	Credits	Term
ADSC 1415	Keyboarding I	3	
ADSC 1419	Business English	3	
ADSC 1610	Medical Office Terminology	3	
ADSC 1611	Medical Office Procedures I	3	
ADSC 1621*	Medical Office Anatomy and Physiology I	3	
ADSC 1715	Word Processing	3	
ADSC 1421*	Business Presentations	3	
ADSC 1612*	Medical Office Procedures II	3	
ADSC 1622*	Medical Office Anatomy and Physiology II	3	
ADSC 1625*	Medical Machine Transcription	4	
ADSC 1636*	ICD-10-CM	3	
ADSC 1638*	ICD-10-PCS	3	
ADSC 1420	Business Communications	3	
ADSC 1425	Calculators/Ten-key	1	
ADSC 1430	Microsoft Office	3	
ADSC 1614*	Health Insurance and Billing	3	
ADSC 1618*	CPT Coding	3	

Total Credits **50**

*Requires a prerequisite or a concurrent course



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Pre-program Requirements

Successful entry into this program requires **basic computer skills and** a specific level of skill in the areas of English, mathematics, and reading. Program entry will depend, in part, on meeting the prerequisites listed below:

English/Reading:

- A score of 78 or higher on the reading comprehension portion of the Accuplacer, or
- Completion of ENGL/READ 0950 or 0955 OR equivalent course or higher. ENGL/READ 0955 may be taken concurrently.

For interpretation of test results and selection of appropriate coursework;
or general information about the program, admissions, financial aid, and getting started at LSC,
contact the professional advising team at pat@lsc.edu or 218-733-7601

For more information about the Medical Office Specialist Diploma including course descriptions, course prerequisites, the gainful employment disclosure, and potential career opportunities, see program website:
<https://degrees.lsc.edu/medical-administrative-assistant/>

- or -

Contact Faculty Advisor, Barb Struck: b.struck@lsc.edu or 218-733-5998



MINNESOTA STATE

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