Medical Office Administration

Career/Technical

AS Degree in Medical Office Administration
Certificate of Achievement in Medical Office Administration
Certificate in Basic Computer Competency
Certificate in Medical Office Administration

Medical Office Administration Program
www.butte.edu/departments/careertech/bcis/
Connie Petlack, Chair (530) 895-2506
Department Office: BE 116, (530) 895-2371
Counseling and Advising: (530) 895-2378

About the Program

The Bureau of Labor Statistics indicates that the Medical Office Administration occupational field is projected to grow about 7 to 18 percent (the nation's average) between 2010 and 2020. All major industries require individuals who can perform a variety of office administration tasks in order for the organization to run effectively and efficiently.

The BCIS Department is committed to offering career and technical education programs that provide students with the knowledge and skills needed to be successful in today's workplace. Students seeking a Certificate in Medical Office Administration, Certificate of Achievement in Medical Office Administration, or an Associate of Science Degree in Medical Office Administration will take a variety of core courses that will prepare them for the increasing demands of the 21st Century workplace.

In addition to Medical Office Administration, the Business Computer Information Systems (BCIS) Department offers three other majors: Computer Applications, Legal Office Administration and Office Administration.

Every student is encouraged to examine each of the majors and to speak with an academic counselor and a designated department advisor before making a final decision.

Career Opportunities

The medical office administration occupation job titles vary and can include: medical coders and billers, medical secretaries, medical transcriptionist, health information technicians, and medical receptionists.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Medical Office Administration 60 Units Minimum

Student Learning Outcomes

Upon successful completion of this program, the student will be able to:

- Apply knowledge of medical terminology to perform outpatient/physician diagnostic coding, and determine outpatient/procedural coding based on the abstraction of medical records.
- Apply knowledge of medical terminology to perform outpatient/physician diagnostic coding, and determine outpatient/procedural coding based on the abstraction of medical records.
- Analyze and interpret medical information and apply sound decision-making skills pertaining to the appropriate ICD and CPT codes needed to maximize compensation for services rendered.
- Apply effective listening, verbal, written, interpersonal, and technological communication skills which prepare them for the outpatient medical workplace.

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