

Medical Office Assistant

Degree Awarded: Associate in Applied Science

Accredited by the Accreditation Council for Business Schools and Programs
(ACBSP) 7007 College Boulevard, Suite 420, Overland Park, KS, 66211

Recommended Course Sequence

First Semester		Credits
ENG 101	Freshman English 1	3
	Math or Liberal Arts Science	3
OFT 103	Medical Coding	3
OFT 108	Intermediate Computer Keyboarding*	3
BUS 103	Introduction to Business	3
Second Semester		
ENG 102	Freshman English 2	3
	Social Science Elective	3
OFT 109	Advanced Computer Keyboarding**	3
ACC 101	Accounting Principles 1	4
RAD 219	Medical Terminology Elective+	1
Third Semester		
	Social Science Elective	3
BUS 203	Business Communications	3
OFT 209	Microsoft Word and PowerPoint	3
OFT 207	Transcription Skills** or	
OFT 211	Medical Transcription	3
MGT 205	Human Resource Management	3
Fourth Semester		
MLT 110	Fundamentals of Medical Physiology	3
	Liberal Arts Elective	3
OFT 220	Office Internship	3
OFT 201	Records/Information Management	3
OFT 214	Excel and Access**	3

Total Credits: 60

* Students without sufficient keyboarding ability will be required to take OFT 107 Elementary Keyboarding. Students with sufficient keyboarding ability to pass the waiver for OFT 108 fulfill this requirement with a business elective.

** Special medical projects are provided in OFT 109, OFT 207, and OFT 214 for students in this program.

+ Another course must be added to complete the degree such as CPR, First Aid, Stress Management or a business elective. Please see the department chair for other suggestions.

Program Description

The Associate in Applied Science degree program in Medical Office Assistant prepares graduates to begin their careers in medical organizations. Emphasis is placed on developing office skills and knowledge of medical terms.

The medical office assistant provides office support to medical facilities including records management, medical report production, patient interface, insurance and billing responsibilities, telephone interaction, and confidentiality.

Students take a sequence of office skill courses including various levels of Keyboarding, Microsoft Word and PowerPoint, Excel and Access, Transcription Skills, Medical Terminology, Physiology, and Medical Coding. Students learn to use modern office equipment and are exposed to realistic office situations through internships. Special medical projects are provided in Advanced Computer Keyboarding, Transcription Skills and Excel and Access.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (HSEs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Students without sufficient keyboarding ability will be required to take Elementary Computer Keyboarding. Students with sufficient keyboarding ability to pass the waiver for Intermediate Computer Keyboarding fulfill this requirement with a business elective.

This degree has been approved by ACBSP and SUNY NYS Education Department for online distance learning delivery. This does not mean that SUNY Orange offers every course in the program online; however, many are offered in this format. Please check the current credit course schedule for online DL virtual course listings offered each semester.

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Program Learning Outcomes

Students will:

- demonstrate the ability to keyboard in correct form medical correspondence, which includes letters, memos, forms, reports, tables and statements.
- demonstrate the ability to keyboard straight copy for five minutes with a maximum of three errors.
- effectively communicate both orally and in written documents.
- understand and apply proper medical codes.
- learn critical thinking skills through an analytical business report project.



Career Opportunities

Medical office assistant positions exist in the following fields:

- hospitals
- long-term care
- community agencies
- health maintenance organizations
- government and industry
- physicians' offices
- outpatient services
- military-medical services
- medical laboratories
- imaging centers

Transfer Opportunities

While the A.A.S. is a degree leading to immediate job placement upon graduation, SUNY Orange has a special relationship for transfer to a B.S. degree in Applied Management with Franklin University.

Other transfer of courses exist with:

- Franklin University
(to another related degree)
- Mount St. Mary College
- Ramapo College
- SUNY Empire State College

Contact Information

Business Department Chair
341-4411
Admissions Office
(845) 341-4030