

**Medical Office Management
Associate of Applied Science**

Texas Southmost College
Health Care, Career and Technical Education Division

A degree in Medical Office Management will prepare the student to handle the functions of receptionist/appointment scheduler, billing specialist, business office coordinator, reimbursement specialist, and/or medical coder. It will also prepare them for positions such as a Medical Office Manager, Billing Supervisor, Office Coordinator, Reception Manager, or Medical Records Manager.

FIRST YEAR - FALL SEMESTER **Credit Hours**

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|---|---|
| BCIS 1305 Business Computer Applications | 3 |
| HITT 1305 Medical Terminology I | 3 |
| POFM 1317 Medical Administrative Support | 3 |
| MDCA 1309 Anatomy and Physiology for Medical Assistants | 3 |
| HRPO 1311 Human Relations | 3 |

FIRST YEAR - SPRING SEMESTER

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| MDCA 1343 Medical Insurance | 3 |
| POFM 1300 Basic Medical Coding | 3 |
| HRPO 2301 Human Resources Management | 3 |
| SPCH 1315 Public Speaking | 3 |
| XXXX X3XX ¹ Language, Philosophy & Culture / Creative Arts Elective | 3 |

SECOND YEAR - FALL SEMESTER

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| BMGT 1301 Supervision | 3 |
| POFM 2310 Intermediate Medical Coding | 3 |
| HITT 1353 Legal and Ethical Aspects of Health Information | 3 |
| ACNT 1303 Introduction to Accounting I | 3 |
| POFI 1349 Spreadsheets | 3 |

SECOND YEAR - SPRING SEMESTER

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| XXXX X3XX ² Social and Behavioral Sciences Elective | 3 |
| ENGL 1301 ⁺ Composition I | 3 |
| POFM 2380 Cooperative Education – Medical Administrative/Executive Assistant and Medical Secretary | 3 |
| HITT 1301 Health Data Content and Structure | 3 |
| MATH 1332 ⁺ Contemporary Mathematics | 3 |

TOTAL CREDIT HOURS FOR GRADUATION - 60

⁺ Grade of “C” or better is required for graduation.

¹Language, Philosophy & Culture/Creative Arts Electives: Any General Education Core course that meets these categories

²Social and Behavioral Sciences Elective: Any General Education Core course that meets this category.

TSI Requirement (Texas Success Initiative - any other state-approved test) - Student must pass all three sections of state-approved test to graduate with this degree.

A minimum grade of “C” must be obtained in each (BCIS, HITT, POFM, MDCA, HRPO, POFI, BMGT, ACNT) course required in the degree plan.

Students must graduate within two (2) years of the academic year of entrance or the student will be placed under the provisions of a newer catalog.