MEDICAL ADMINISTRATION

Medical Office Administration with Specializations in:
- Medical Transcription
- Medical Front Office

Associate in Science Degree (CIP 1552020404)

This program is designed to prepare students for employment as office support staff and medical transcriptionists in medical offices, hospitals and other healthcare organizations. It provides training for both first-time job seekers and experienced employees who wish to advance in their careers.

Students are strongly encouraged to consult a Career Program Advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all mandatory courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia's award of credit options, visit valenciacollege.edu/credit_octc.cfm.

Potential Careers
- Medical Office Manager
- Medical Office Assistant
- Medical Transcriptionist
- Medical Records Specialist
- Medical Stenographer

Salary & Earnings Information
For salary and wage information, visit: www.floridawages.com (http://www.floridawages.com).

Contacts

Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit valenciacollege.edu/medical-administration/ (https://net1.valenciacollege.edu/future-students/degree-options/associates/medical-office-administration).

Current Students
Contact the campus Career Program Advisor below for more information:

East Campus
Betty Wanielista, Program Chair: 407-582-2347
bwanielista@valenciacollege.edu
Lisa Larson, Career Program Advisor: 407-582-2503
llarson9@valenciacollege.edu

West Campus
Marie Howard, Program Chair: 407-582-1423
mhoward@valenciacollege.edu
Beverly Johnson, Career Program Advisor, West Campus: 407-582-1890
bjohnson@valenciacollege.edu

Osceola Campus
Coleen Jones, Program Chair: 407-582-4851
cjones3@valenciacollege.edu
Leonardo Rodriguez-Braga, Career Program Advisor: 407-582-1583
lrodriguez120@valenciacollege.edu

Internship and Workforce Services
If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship (http://valenciacollege.edu/internship)

Program Requirements

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>New Student Experience ~</td>
<td>3</td>
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</tbody>
</table>

College Credit Technical Certificates

The Medical Administration A.S. degree also offers the following college credit certificate programs. These certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificates are embedded in the A.S. degree.

You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Medical Office Support (12 credits) (CIP # 0552020403)
- Medical Office Specialist - Medical Front Office (18 credits) (CIP # 0552040704)
- Medical Office Specialist - Medical Transcription (18 credits) (CIP # 0552040704)
- Medical Office Management (34 credits) (CIP # 0551071605)

New Student Experience

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

For salary and wage information, visit: www.floridawages.com (http://www.floridawages.com).
### Medical Administration

**OST 1100C**
- **KEYBOARDING AND DOCUMENT PROCESSING I**

**OST 2854C**
- **MICROSOFT OFFICE (APPLICATIONS PACKAGE)**

**OST 1335C**
- **BUSINESS COMMUNICATIONS**

**Humanities**
- See Gen. Ed. Core or Institutional Requirement

Select one of the following:
- **OST 1257C**
  - **MEDICAL TERMINOLOGY FOR OFFICE**
- **HSC 1531**
  - **Medical Terminology**

**Intermediate Courses**

**OST 1355C**
- **RECORDS MANAGEMENT AND LEGAL IMPLICATIONS**

**PSY 2012**
- **General Psychology**

**OST 1467C**
- **INTRODUCTION TO BODY SYSTEMS FOR OST**

**GEB 1011**
- **Introduction To Business**

**OST 2756C**
- **MICROSOFT WORD**

**OST 2501C**
- **OFFICE MANAGEMENT**

**OST 2464C**
- **MEDISOFT (OFFICE MANAGEMENT SOFTWARE)**

Science or Mathematics
- See Gen. Ed. Core Requirement

Select one of the following:
- **MTB 1103**
  - **Business Mathematics**
- **APA 1111C**
  - **BASIC ACCOUNTING**
- **ACG 2021C**
  - **PRINCIPLES OF FINANCIAL ACCOUNTING**

**Specialization (See below)**

**Advanced Courses**

- **OST 1611C**
  - **MEDICAL TRANSCRIPTION I**
- **OST 1108C**
  - **BUILDING KEYBOARDING SPEED AND ACCURACY**
- **OST 2612C**
  - **MEDICAL TRANSCRIPTION II**

Select one of the following:
- **OST 1461C**
  - **MEDICAL OFFICE SIMULATION**
- **OST 2943**
  - **Intern In Medical Office**

**Total Credit Hours**

**60**

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a general education course.
1 Students with prior experience and/or instruction in
OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I,
OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II,
OST 1257C MEDICAL TERMINOLOGY FOR OFFICE, OST 1467C
INTRODUCTION TO BODY SYSTEMS FOR OST, OST 1611C
MEDICAL TRANSCRIPTION I and/or OST 2612C MEDICAL
TRANSCRIPTION II should consult a Career Program Advisor
about credit-by-examination or alternate possibilities.

(GR) Denotes a Gordon Rule course.

**Medical Transcription Specialization**

Designed for students wishing to specialize in medical transcription.

**Program Outcomes**
- Support management in medical office administration.
- Prepare business documents.
- Manage business records.
- Demonstrate business communication skills.
- Utilize appropriate office technology.
- Execute duties of a medical office administrator.

**OST 1611C**
- **MEDICAL TRANSCRIPTION I**

**OST 1108C**
- **BUILDING KEYBOARDING SPEED AND ACCURACY**

or **OST 1110C**
- **KEYBOARDING AND DOCUMENT PROCESSING II**

**OST 2612C**
- **MEDICAL TRANSCRIPTION II**

Select one of the following:
- **OST 1461C**
  - **MEDICAL OFFICE SIMULATION**
- **OST 2943**
  - **Intern In Medical Office**

**Total Credit Hours**

**12**

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
R1 Indicates the course is part of a sequence which prepares
students for the Registered Medical Transcriptionist (RMT)
certification.
C1 Indicates the course is part of a sequence which prepares
students for the Certified Medical Administrative Specialist
(CMAS) Certification.

**Medical Front Office Specialization**

Designed for students wishing to specialize in medical front office.

**Program Outcomes**
- Support management in medical office administration.
- Prepare business documents.
- Manage business records.
- Demonstrate business communication skills.
- Utilize appropriate office technology.
- Execute duties of a medical office administrator.

**OST 1110C**
- **KEYBOARDING AND DOCUMENT PROCESSING II**

**OST 2836C**
- **MICROSOFT ACCESS DATABASE MANAGEMENT**

**OST 2858C**
- **MICROSOFT EXCEL**

Select one of the following:
- **OST 2943**
  - **Intern In Medical Office**

**Medical Front Office Elective**

**Total Credit Hours**

**12**

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
R1 Indicates the course is part of a sequence with prepares
students for the Registered Medical Transcriptionist (RMT)
certification.
C1 Indicates the course is part of a sequence which prepares
students for the Certified Medical Administrative Specialist
(CMAS) Certification.

**Medical Front Office Specialization Electives**

All OST-prefix courses not being used as a requirement in this
degree except OST 1141C Computer Keyboarding.

Upon earning the Medical Administration A.S. degree, you can
continue at Valencia to complete the B.A.S. degree in Business &
Organizational Leadership (http://catalog.valenciacollege.edu.degrees/
Additional education at the bachelor’s level can enhance your skills and create more career opportunities. Students who wish to continue their education should consult with their Career Program Advisor to discuss transfer options and requirements, and determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

**Microsoft Certified Application Specialist Certification**

The following courses will help prepare you to take the Microsoft Certified Application Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>OST 2756C</td>
<td>MICROSOFT WORD</td>
<td>3</td>
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<tr>
<td>OST 2836C</td>
<td>MICROSOFT ACCESS DATABASE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>OST 2858C</td>
<td>MICROSOFT EXCEL</td>
<td>3</td>
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</table>

**Medical Office Specialist with Specializations in**

- Medical Transcription
- Medical Front Office

**Technical Certificate**

This certificate prepares students for employment as medical office support personnel and medical transcriptionists in medical offices and hospitals.

**Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OST 1100C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING I ¹</td>
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Select one of the following:

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<tbody>
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<td>OST 1257C</td>
<td>MEDICAL TERMINOLOGY FOR OFFICE ²</td>
<td>3</td>
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<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td></td>
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<tr>
<td>OST 1467C</td>
<td>INTRODUCTION TO BODY SYSTEMS FOR OST ³</td>
<td>3</td>
</tr>
<tr>
<td>OST 1355C</td>
<td>RECORDS MANAGEMENT AND LEGAL IMPLICATIONS</td>
<td>3</td>
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**Specialization (See below)**

Total Credit Hours 18

¹ This course must be completed with a grade of C or better.
² This course has a prerequisite; check description in Valencia catalog.
³ Students with prior experience and/or instruction in
  OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I,
  OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II,
  OST 1257C MEDICAL TERMINOLOGY FOR OFFICE,
  OST 1467C INTRODUCTION TO BODY SYSTEMS FOR OST,
  OST 1611C MEDICAL TRANSCRIPTION I and/or
  OST 2612C MEDICAL TRANSCRIPTION II should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

**Medical Transcription Specialization**

**Program Outcomes**

- Support management in medical office administration.
- Prepare business documents.
- Manage business records.
- Demonstrate business communication skills.
- Utilize appropriate office technology.

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<th>Credits</th>
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<tbody>
<tr>
<td>OST 1611C</td>
<td>MEDICAL TRANSCRIPTION I ⁴</td>
<td>3</td>
</tr>
<tr>
<td>OST 1108C</td>
<td>BUILDING KEYBOARDING SPEED AND</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACCURACY ⁵</td>
<td></td>
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<tr>
<td>or OST 1110C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING II ⁶</td>
<td></td>
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</tbody>
</table>

Total Credit Hours 6

⁴ This course must be completed with a grade of C or better.
⁵ This course has a prerequisite; check description in Valencia catalog.

**Medical Front Office Specialization**

**Program Outcomes**

- Support management in medical office administration.
- Prepare business documents.
- Manage business records.
- Demonstrate business communication skills.
- Utilize appropriate office technology.

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>OST 2836C</td>
<td>MICROSOFT ACCESS DATABASE MANAGEMENT</td>
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Select one of the following:

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<th>Credits</th>
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<tbody>
<tr>
<td>OST 2943</td>
<td>Intern In Medical Office ⁷</td>
<td>3</td>
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**Medical Front Office Electives**

Total Credit Hours 6

⁷ This course has a prerequisite; check description in Valencia catalog.

**Medical Front Office Specialization Electives**

All OST-prefix courses not being used as a requirement in this degree except OST 1141C.

**Notes:**

Medical Office courses may be taught in a multilevel-class atmosphere.

**Medical Office Support**

**Technical Certificate**

This certificate prepares students for employment as medical office support personnel in health-related businesses such as medical offices and hospitals.

**Program Outcomes**

- Support management in medical office administration.
- Prepare business documents.
- Manage business records.
- Utilize appropriate office technology.
Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>OST 1100C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING I ¹</td>
<td>3</td>
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Select one of the following:  

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</tr>
<tr>
<td>OST 1355C</td>
<td>RECORDS MANAGEMENT AND LEGAL IMPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>OST 1467C</td>
<td>INTRODUCTION TO BODY SYSTEMS FOR OST ³</td>
<td>3</td>
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</tbody>
</table>

Total Credit Hours 12

¹  This course must be completed with a grade of C or better.
²  This course has a prerequisite; check description in Valencia catalog.
³  Students with prior experience and/or instruction in OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I, OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II, OST 1257C MEDICAL TERMINOLOGY FOR OFFICE, OST 1467C INTRODUCTION TO BODY SYSTEMS FOR OST, and/or OST 1611C MEDICAL TRANSCRIPTION I and/or OST 2612C MEDICAL TRANSCRIPTION II should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Notes:
Medical Office courses may be taught in a multilevel-class atmosphere.

Medical Office Management

Technical Certificate
This certificate prepares students for career opportunities in medical office management in medical offices and hospitals.

Program Outcomes
• Support management in medical office administration.
• Prepare business documents.
• Manages business records.
• Demonstrate business communication skills.
• Utilize appropriate office technology.

Foundation Courses

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>OST 1100C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING I ¹</td>
<td>3</td>
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<td>OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applications Package)</td>
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<td>OST 1257C</td>
<td>MEDICAL TERMINOLOGY FOR OFFICE ²</td>
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<td>OST 1355C</td>
<td>BUSINESS COMMUNICATIONS</td>
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<td>OST 2501C</td>
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Intermediate Courses

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<tbody>
<tr>
<td>OST 1467C</td>
<td>INTRODUCTION TO BODY SYSTEMS FOR OST ³</td>
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<td>OST 2858C</td>
<td>MICROSOFT EXCEL</td>
<td>3</td>
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<tr>
<td>or OST 2836C</td>
<td>MICROSOFT ACCESS DATABASE MANAGEMENT</td>
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Advanced Courses

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<tbody>
<tr>
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<td>MICROSOFT WORD</td>
<td>3</td>
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<tr>
<td>OST 2464C</td>
<td>MEDISOFT (OFFICE MANAGEMENT SOFTWARE)</td>
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<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING ⁴</td>
<td>3</td>
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</table>

Medical Office Management Elective 1

Total Credit Hours 34

¹  This course must be completed with a grade of C or better.
⁴  This course has a prerequisite; check description in Valencia catalog.

Notes:
Medical Office Administration courses may be taught in a multilevel-class atmosphere.

This certificate program is eligible for Financial Aid.