MEDICAL ADMINISTRATION

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

Associate in Science Degree (CIP: 1551070500)

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 https://valenciacollege.edu/academics/programs/as-degree/alternative-award-of-credit-agreements.php. Eligible students should contact the Career Program Advisor in their academic department for more information about the requirements for the award of credit.

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 (18 credits) (CIP # 0551071001)
  - Medical Front Office Specialization
  - Medical Transcription Specialization
- Medical Office Management (34 credits) (CIP # 0551070500)

Start Right

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 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.

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

Salary & Earnings Information

For career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts

Future Students
To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507

Current Students
Your Career Program Advisor contact information can be found in Atlas. Log into Atlas, click on the Courses tab, and check your Academic Profile information to find a link to your Advisor.

Faculty Program Chair
Coleen Jones: 321-682-4851
cjones3@valenciacollege.edu (bwanielista@valenciacollege.edu)

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

Program Requirements

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ENC 1101</td>
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<tr>
<td>Humanities</td>
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<tr>
<td>OST 1100C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING</td>
<td>3</td>
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<tr>
<td>OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE)</td>
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<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
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<td>OST 1257C</td>
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Intermediate Courses

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<tr>
<td>OST 1467C</td>
<td>INTRODUCTION TO BODY SYSTEMS FOR OST</td>
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<tr>
<td>POS 2041</td>
<td>U.S. GOVERNMENT ~</td>
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</table>
Program Outcomes
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.

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.

Medical Administration
- U.S. HISTORY 1877 TO PRESENT 3
- INTRODUCTION TO BUSINESS 3
- MICROSOFT WORD \textsuperscript{RI Ct} 3
- OFFICE MANAGEMENT 3
- MEDIOSOFT (OFFICE MANAGEMENT SOFTWARE) (Office Management Software) 3
- See Gen. Ed. Core Requirement \textsuperscript{~} 3
- BUSINESS MATHEMATICS 3
- COLLEGE ACCOUNTING \textsuperscript{Ct} 3
- PRINCIPLES OF FINANCIAL ACCOUNTING \textsuperscript{*} 3

Specialization (See below)

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.
\textsuperscript{~} This is a general education course.
\textsuperscript{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. (GB) notes 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.

Advanced Courses
- MEDICAL TRANSCRIPTION I \textsuperscript{RI} 3
- KEYBOARDING AND DOCUMENT PROCESSING II 3
- MEDICAL TRANSCRIPTION II \textsuperscript{RI} 3

Select one of the following:
- MEDICAL OFFICE SIMULATION \textsuperscript{R1} 3
- INTERNSHIP IN MEDICAL OFFICE \textsuperscript{RI Ct} 3

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

Expand your career opportunities with a Bachelor's Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor’s Degree in Business & Organizational Leadership (http://catalog.valenciacollege.edu/degrees/bachelorofscience/bas/). Students who wish to continue their education should consult with a Career Program Advisor to 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.

+ This course must be completed with a grade of C or better.

OSM 2501C MICROSOFT EXCEL \textsuperscript{Ct} 3
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. Areas covered include medical terminology and medical transcription, records management and legal implications, business communications and office technology.

Foundation Courses

<table>
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<td>OST 1100C</td>
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<td>OST 1467C</td>
<td>INTRODUCTION TO BODY SYSTEMS FOR OST +1</td>
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<tr>
<td>OST 1355C</td>
<td>RECORDS MANAGEMENT AND LEGAL IMPLICATIONS</td>
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Specialization (See below) 6

Total Credit Hours 18

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

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.

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>OST 1611C</td>
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<tr>
<td>OST 1110C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING II</td>
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Total Credit Hours 6

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

Medical Front Office Specialization

Program Outcomes
• Support management in medical office administration.
• Prepare business documents.

<table>
<thead>
<tr>
<th>Course</th>
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<td>OST 2836C</td>
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<td>OST 2943</td>
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<tr>
<td>or OST 1461C</td>
<td>MEDICAL OFFICE SIMULATION</td>
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Total Credit Hours 6

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

Medical Administration

Medical Office Support

Technical Certificate
This certificate prepares students for entry-level employment as medical office support personnel in health-related businesses such as medical offices and hospitals. Students develop skills in office technology and medical office support functions.

Program Outcomes
• Support management in medical office administration.
• Prepare business documents.
• Manage business records.
• Utilize appropriate office technology.

Courses

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<tr>
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<tr>
<td>OST 1100C</td>
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<td>Select one of the following:</td>
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<td>MEDICAL TERMINOLOGY</td>
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<tr>
<td>OST 1467C</td>
<td>INTRODUCTION TO BODY SYSTEMS FOR OST +1</td>
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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.
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.

Medical Office Support Technical Certificate
This certificate prepares students for entry-level employment as medical office support personnel in health-related businesses such as medical offices and hospitals. Students develop skills in office technology and medical office support functions.

Program Outcomes
• Support management in medical office administration.
• Prepare business documents.
• Manage business records.
• Utilize appropriate office technology.

Courses

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<tr>
<td>OST 1100C</td>
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<td>Select one of the following:</td>
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<tr>
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<td>MEDICAL TERMINOLOGY FOR OFFICE +1</td>
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<td>OST 1355C</td>
<td>RECORDS MANAGEMENT AND LEGAL IMPLICATIONS</td>
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<tr>
<td>OST 1467C</td>
<td>INTRODUCTION TO BODY SYSTEMS FOR OST +1</td>
<td>3</td>
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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.
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.
Medical Office Management

Technical Certificate
This certificate prepares students for career opportunities in medical office management in medical offices and hospitals. Students learn medical terminology, business communications, records management, basic accounting and office management skills.

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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<th>Course</th>
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<td>KEYBOARDING AND DOCUMENT PROCESSING I</td>
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<td>OST 2854C</td>
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<td>or HSC 1531</td>
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<td>OST 1335C</td>
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Intermediate Courses

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<td>MICROSOFT EXCEL</td>
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Advanced Courses

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<td>OST 2464C</td>
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<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
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<td>or APA 1111C</td>
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Medical Office Management Elective

Total Credit Hours 34

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

Medical Office Management Electives
All OST prefix courses not being used as a requirement in this degree except OST 1141.

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

This certificate program is eligible for Financial Aid.

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.