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 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.

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

ENC 1101	FRESHMAN COMPOSITION I [+][*][~]	3
Humanities	See Gen. Ed. Core Requirement [~]	3
OST 1100C	KEYBOARDING AND DOCUMENT PROCESSING I [1][R1][C1]	3
OST 2854C	MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applications Package) [C1]	3
OST 1335C	BUSINESS COMMUNICATIONS	3
Select one of the following:		3
OST 1257C	MEDICAL TERMINOLOGY FOR OFFICE [R1][C1]	
HSC 1531	MEDICAL TERMINOLOGY [+][R1][C1]	
Intermediate Courses		
OST 1355C	RECORDS MANAGEMENT AND LEGAL IMPLICATIONS [C1]	3
OST 1467C	INTRODUCTION TO BODY SYSTEMS FOR OST [+][*][1][R1][C1]	3
POS 2041	U.S. GOVERNMENT [~]	3

or AMH 2020	U.S. HISTORY 1877 TO PRESENT	
GEB 1011	INTRODUCTION TO BUSINESS	3
OST 2756C	MICROSOFT WORD [R1] [C1]	3
OST 2501C	OFFICE MANAGEMENT	3
OST 2464C	MEDISOFT (OFFICE MANAGEMENT SOFTWARE) (Office Management Software) [C1]	3
Mathematics	See Gen. Ed. Core Requirement [+][*][~]	3
Science	See Gen. Ed. Core Requirement [~]	3
Select one of the following:		3
MTB 1103	BUSINESS MATHEMATICS	
APA 1111C	COLLEGE ACCOUNTING [C1]	
ACG 2021C	PRINCIPLES OF FINANCIAL ACCOUNTING [*]	
Specialization (See below)		12
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.

Advanced Courses

OST 1611C	MEDICAL TRANSCRIPTION I [+][*][R1]	3
OST 1110C	KEYBOARDING AND DOCUMENT PROCESSING II	3
OST 2612C	MEDICAL TRANSCRIPTION II [+][*][R1]	3
Select one of the following:		3
OST 1461C	MEDICAL OFFICE SIMULATION [*][R1]	
OST 2943	INTERNSHIP IN MEDICAL OFFICE [*][R1] [C1]	
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 [*][R1] [C1]	3
OST 2836C	MICROSOFT ACCESS (DATABASE MANAGEMENT) [C1]	3
OST 2858C	MICROSOFT EXCEL [C1]	3
Select one of the following		3
OST 2943	INTERNSHIP IN MEDICAL OFFICE [*][R1] [C1]	
or OST 1461C	MEDICAL OFFICE SIMULATION	
Medical Front Office Elective		
Total Credit Hours		**12**

* 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.

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.

OST 2756C	MICROSOFT WORD	3
OST 2836C	MICROSOFT ACCESS (DATABASE MANAGEMENT) (Database Management)	3
OST 2858C	MICROSOFT EXCEL	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

OST 1100C	KEYBOARDING AND DOCUMENT PROCESSING I [1]	3
Select one of the following:		3
OST 1257C	MEDICAL TERMINOLOGY FOR OFFICE [+][1]	
HSC 1531	MEDICAL TERMINOLOGY [+]	
OST 1467C	INTRODUCTION TO BODY SYSTEMS FOR OST [+][*][1]	3
OST 1355C	RECORDS MANAGEMENT AND LEGAL IMPLICATIONS	3
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.

OST 1611C	MEDICAL TRANSCRIPTION I [+][*]	3
OST 1110C	KEYBOARDING AND DOCUMENT PROCESSING II	3
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.

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.

OST 2836C	MICROSOFT ACCESS (DATABASE MANAGEMENT)	3
Select one of the following:		3
OST 2943	INTERNSHIP IN MEDICAL OFFICE [*]	
or OST 1461C	MEDICAL OFFICE SIMULATION	
Medical Front Office Electives		
Total Credit Hours		**6**

* 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 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

OST 1100C	KEYBOARDING AND DOCUMENT PROCESSING I [1]	3
Select one of the following:		3
OST 1257C	MEDICAL TERMINOLOGY FOR OFFICE [+][1]	
HSC 1531	MEDICAL TERMINOLOGY [+]	
OST 1355C	RECORDS MANAGEMENT AND LEGAL IMPLICATIONS	3
OST 1467C	INTRODUCTION TO BODY SYSTEMS FOR OST [+][*][1]	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.
[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.

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. 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

OST 1100C	KEYBOARDING AND DOCUMENT PROCESSING I [1]	3
OST 2854C	MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applcations Package)	3
OST 1257C	MEDICAL TERMINOLOGY FOR OFFICE [+,1]	3
or HSC 1531	MEDICAL TERMINOLOGY	
OST 1335C	BUSINESS COMMUNICATIONS	3
OST 2501C	OFFICE MANAGEMENT	3
Intermediate Courses		
OST 1467C	INTRODUCTION TO BODY SYSTEMS FOR OST [+,*,1]	3
OST 1355C	RECORDS MANAGEMENT AND LEGAL IMPLICATIONS	3
OST 2858C	MICROSOFT EXCEL	3
or OST 2836C	MICROSOFT ACCESS (DATABASE MANAGEMENT)	
Advanced Courses		
OST 2756C	MICROSOFT WORD	3
OST 2464C	MEDISOFT (OFFICE MANAGEMENT SOFTWARE) (Office Management Software)	3
ACG 2021C	PRINCIPLES OF FINANCIAL ACCOUNTING [*]	3
or APA 1111C	COLLEGE ACCOUNTING	
Medical Office Management Elective		1
Total Credit Hours		**34**

+ 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 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.