

# MEDICAL OFFICE PROFESSIONS

## Certificate

<http://www.sandburg.edu/Academics/Degree-Certificates/Medical-Office-Professional/index.html>

Medical Office Assistants perform routine clerical and organizational tasks. They organize files, draft messages, schedule appointments, and support other staff. Carl Sandburg College offers a certificate program designed to prepare students with the skills needed for medical office work, including electronic health records, word processing, medical terminology, customer service, and communication skills.

This certificate is stackable, meaning the medical office professional AAS can be completed in just two additional semesters

## Associate in Applied Science

Medical Office Professionals perform office managerial tasks. They work with electronic health records software to schedule appointments, submit claims to insurance, and bill patients. They also utilize customer service, communication, and computer skills to work with customers and potentially oversee other staff. Carl Sandburg College offers an Associate's degree program designed to build on the medical office assistant certificate. Courses in medical coding; insurance and billing; anatomy and physiology; biomedical ethics; and diversity are completed during the remaining two semesters.

**Working Conditions:** Most medical office assistants work in comfortable office settings. Virtual assistants typically work from a home office.

**Employment:** Graduates are qualified for office positions in a clinic or hospital, for positions as assistants in a medical office, medical transcriptionists or medical billing/insurance assistants.

### Admission to the Program: Open

#### First-Time Enrollees

1. Complete an application for admission and, if desired, apply for financial aid.
2. Send an official high school transcript or GED score report to the Admissions and Records Office.
3. Complete the placement exam.
4. Meet with an advisor/counselor to select classes and complete the registration process.

#### Department of Career, Technical & Health Education

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.341.5363

#### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

### For Graduation Requirements:

See the graduation policies and procedures ([http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)) page for details.

## Medical Office Assistant Certificate

Course	Title	Semester Hours
<b>First Year</b>		
<b>Fall Semester</b>		
AOP.100	Careers for Office Professional	1
AOP.101	Keyboarding & Formatting 1	3
AOP.130	Electronic Health Records	2
BOC.101	Business Records Management	2
BOC.120	Customer Service	2
PSY.101	Introduction to Psychology	3
or PSY.107	or Positive Psychology	
or SOC.101	or Introduction to Sociology	
MDT.100	Medical Terminology	2
<b>Spring Semester</b>		
AOP.102	Keyboarding & Formatting 2	3
AOP.117	Medical Transcription 1	3
AOP.201	Business English	2
AOP.234	Insurance & Billing in Medical Office	3
ICT.110	Computer Software Applications	3
SPE.110	Interpersonal Communication	3
or SPE.120	or Introduction to Public Speaking	
Total Semester Hours		32

## Medical Office Professional - AAS.

Course	Title	Semester Hours
<b>First Year</b>		
<b>Fall Semester</b>		
AOP.100	Careers for Office Professional	1
AOP.101	Keyboarding & Formatting 1	3
AOP.130	Electronic Health Records	2
BOC.101	Business Records Management	2
BOC.120	Customer Service	2
MDT.100	Medical Terminology	2
PSY.101	Introduction to Psychology	3
or PSY.107	or Positive Psychology	
or SOC.101	or Introduction to Sociology	
<b>Spring Semester</b>		
AOP.102	Keyboarding & Formatting 2	3
AOP.117	Medical Transcription 1	3
AOP.201	Business English	2
AOP.234	Insurance & Billing in Medical Office	3
ICT.110	Computer Software Applications	3
SPE.110	Interpersonal Communication	3
or SPE.120	or Introduction to Public Speaking	

**Second Year**

**Fall Semester**

AOP.203	Office Procedures	3
AOP.217	Medical Transcription 2	3
BIO.111	Anatomy & Physiology Fundamentals	4
BOC.102	Business Communications	3
MDC.102	Medical Coding Cpt	3

**Spring Semester**

AOP.231	Advanced Electronic Health Records	3
MDC.101	Medical Coding Icd	3
PHL.103	Biomedical Ethics	3
SOC.203	Introduction to Diversity	3
AOP.291 or AOP.292	Professional Internship 1 or Professional Internship 2	3

Total Semester Hours		63
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**Carrie A Hawkinson**

Associate Professor, Administrative Office Professional/ Business  
Occupations

Associate Dean of Career, Technical, and Health Education