

**Medical Office Management
Associate of Applied Science**

Texas Southmost College
Division of Humanities

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
HITT 1305+ Medical Terminology I.....	3
MDCA 1309+ Anatomy and Physiology for Medical Assistants.....	3
POFM 1317+ Medical Administrative Support.....	3
POFM 1300+ Basic Medical Coding.....	3
HITT 1353+ Legal and Ethical Aspects of Health Information	3
 FIRST YEAR - SPRING SEMESTER	
BCIS 1305+ Business Computer Applications.....	3
HITT 1301+ Health Data Content and Structure.....	3
MDCA 1343+ Medical Insurance.....	3
POFM 2310+ Intermediate Medical Coding	3
ENGL 1301+ Composition I.....	3
 SECOND YEAR - FALL SEMESTER	
ACNT 1303+ Introduction to Accounting I.....	3
BMGT 1301+ Supervision.....	3
HRPO 1311+ Human Relations.....	3
POFI 1349+ Spreadsheets.....	3
SPCH 1315+ Public Speaking	3
 SECOND YEAR - SPRING SEMESTER	
XXXX X3XX ₂ Social and Behavioral Sciences Elective	3
POFM 2380+ Cooperative Education – Medical Administrative/Executive Assistant and Medical Secretary	3
HRPO 2301+ Human Resources Management	3
MATH 1332+ Contemporary Mathematics.....	3
XXXX X3XX ₁ Language, Philosophy & Culture/Creative Arts Elective.....	3

TOTAL CREDIT HOURS FOR GRADUATION - 60

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

iLanguage, 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.