

# HEALTH CARE OFFICE MANAGER (AAS)

## Health Science

Program website (<https://www.harpercollege.edu/academics/health/medical-office-administration/health-care-office-manager-degree.php>)

## Program Overview

This 60 credit-hour program is designed for individuals seeking a rewarding career in healthcare as a Health Care Office Manager. Develop the skills necessary to manage the day-to-day office operations of a medical facility. This degree prepares the student for employment in medical offices, clinics, extended care facilities, home health care agencies, or various departments within acute-care settings. For more information attend a Health Career Information Session or schedule an appointment with your academic advisor or program coordinator.

## Program Requirements

### First Semester

A grade of C or better is required in all BIO, HSC and MOA courses.

		Hours
BIO 135	Introduction to Human Anatomy and Physiology	4
ENG 101	Composition I	3
HSC 112	Medical Terminology	2
MOA 100	Introduction to Medical Assisting	3
MOA 145	Health Care Records Management	2
<b>Hours</b>		<b>14</b>

### Second Semester

A grade of C or better is required in all BIO, HSC and MOA courses.

BIO 136	Introduction to Human Disease	3
HSC 225 or LNG 299	Language and Health or Tesol Practicum	3
MGT 111	Introduction to Business Organization	3
MGT 150	Business Math <sup>1</sup>	3
MOA 150	Math Applications in Health Care	1
MOA 235	Health Care Office Procedures	3
<b>Hours</b>		<b>16</b>

### Third Semester

A grade of C or better is required in all MOA courses.

Elective(s) (p. 1)		3
MGT 270	Principles of Management	3
MOA 195	Principles of Health Insurance Billing	3
MOA 245	Health Care Office Management	3
SPE 101	Fundamentals of Speech Communication	3
<b>Hours</b>		<b>15</b>

### Fourth Semester

A grade of C or better is required in all MOA courses.

AAS General Education elective(s) ( <a href="https://catalog.harpercollege.edu/catalog/programs/aas-general-education-electives/">https://catalog.harpercollege.edu/catalog/programs/aas-general-education-electives/</a> ) <sup>2</sup>		3
Elective(s) (p. 1)		6

MOA 299	Medical Office Capstone	3
PSY 101	Introduction to Psychology <sup>+</sup>	3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> The mathematics requirement for this degree can be met with MGT150 (Business Math) or Math Competency. See Math Competency options (<https://www.harpercollege.edu/testing/docs/math-competency-options.php>) for information. Students who use Math Competency to meet the mathematics requirement must complete an additional three credit-hour AAS General Education elective. See full list of AAS General Education Electives. (<https://catalog.harpercollege.edu/catalog/programs/aas-general-education-electives/>)

<sup>2</sup> See full list of AAS General Education Electives (<https://catalog.harpercollege.edu/catalog/programs/aas-general-education-electives/>).

+ This course meets the World Culture and Diversity graduation requirement.

## Electives

Select nine credit hours from the following courses:

Code	Title	Hours
HED 200	Health	3
HED 204	Women's Health	3
HED 206	Introduction to Community and Public Health	3
HSC 104	Health Care Technology and Informatics	2
HSC 105	Introduction to Health Care Today	2
HSC 165	Basic Pharmacology	1
HSC 213	Legal and Ethical Issues in Health Care	2
MOA 215	Clinical Procedures	8
MOA 265	Medical Receptionist Externship	3
MOA 280	Medical Assistant Externship	3
MOA 291	Certified Medical Assistant Exam Review	1

## Program Learning Outcomes

Program outcomes for graduates of the Health Care Office Manager Degree include:

- understand the functions of medical office management.
- communicate effectively with employees, patients and all members of the health care team.
- use interpersonal and communication skills to build and maintain cooperative working relationships.
- demonstrate knowledge of general management functions.
- demonstrate knowledge of bookkeeping, insurance, collections and managed care systems.
- demonstrate knowledge of medical office health and safety regulations.
- demonstrate an understanding of the medicolegal implications and responsibilities related to the functioning of a medical office.
- perform operational and maintenance functions; i.e., inventory of supplies and equipment, routine maintenance of equipment.
- utilize computer software to maintain office systems.