



OFFICE TECHNOLOGY: MEDICAL

2009-2010 Program Options:

Medical Office Support Certificate (18)

Medical Administrative Support Diploma (47)

Medical Office Assistant AAS Degree (64)

Certificate: Medical Office Support

Total Number of Credits: 18

Program Description: The Medical Office Support certificate will prepare students for work as medical receptionists or other entry-level positions in many health area settings. e.g., hospital departmental offices, clinics, chiropractic and health information settings. Students will be trained in patient registration, correspondence, interpersonal skills, document preparation, as well as terminology/language, insurance, electronic health records, and organization of healthcare settings. Students will be able to earn the short-term certificate then continue to other existing offerings in a seamless path.

Application Requirements: High School graduate or GED

Career/Occupational Requirements: 18 credits

CAPL 1023	Microsoft Word	3	OFFT 2021	Electronic Health Records	3
OFFT 2006	Medical Office Fundamentals	3	OFFT 2030	Medical Office: Insurance & Coding	3
OFFT 2010	Medical Office Terminology	3	OFFT 2041	Beginning Medical Transcription	3

Diploma: Medical Administrative Support

Total Number of Credits: 47

Program Description: The Medical Office Support diploma will prepare students in competencies using current office technologies. Program graduates completing the **Administrative Track** may be employed in clerical office support positions in healthcare facilities, insurance, industrial, and research medical facilities. Program graduates completing the **Transcription Track** may take the registered medical transcription (RMT) credentialing exam. Program graduates holding an RMT may be employed as medical transcriptionists in transcription service companies, medical clinics, or hospitals. Program graduates completing the **Coding Track** may take the CCA or CCP credentialing exams. Program graduates holding a coding credential may be employed in healthcare settings such as clinics, insurance companies, government agencies, public health, home health agencies, long-term care facilities, hospitals and dental offices.

Application Requirements: High School graduate or GED

Career/Occupational Requirements: 18 credits

General Education/MnTC Requirements: 7 credits

CAPL 1023	Microsoft Word	3	Goal 1 - Communication: 4 credits		
OFFT 2006	Medical Office Fundamentals	3	ENGL 1021	Composition I	4
OFFT 2010	Medical Office Terminology	3	Goal 3 and/or Goal 4—Sciences/Math: 3 credits		
OFFT 2021	Electronic Health Records	3	BIOL 1024	Human Biology	3
OFFT 2030	Medical Office: Insurance & Coding	3			
OFFT 2041	Beginning Medical Transcription	3			

Career/Occupational Requirements: Select 1 of 3 Specialty Track Options:

Administrative Track – 22 Credits

ACCT 1010	Introduction to Accounting	3	OFFT 1035	Advanced Word Processing	3
BMGT 2035	Human Relations in Business	3	OFFT 2000	Records Classification Systems	3
CAPL 1010	Introduction to Software Applications	3	CAPL 1022	Personal Information Management	1
OFFT 1002	Speech Recognition	1	OFFT 2783	Medical Office Practicum	2
				Career-Related Electives	3

Coding Track – 22 Credits

BMGT 2035	Human Relations in Business	3	CAPL 1022	Personal Information Management	1
OFFT 2031	Beginning ICD-9 Coding	3	OFFT 2012	Medical Office: Disease Concepts	2
OFFT 2032	Beginning CPT Coding	3	OFFT 2013	Medical Office: Pharmacology Lab & Medicine.	2
OFFT 2033	Advanced ICD-9 Coding	3	OFFT 2783	Medical Office Practicum	2
OFFT 2034	Advanced CPT Coding	3			

More information –See next page

Transcription Track – 22 Credits

OFFT 1002	Speech Recognition	1	OFFT 2013	Medical Office: Pharmacology Lab & Medicine.	2
OFFT 1035	Advanced Word Processing	3	OFFT 2042	Intermediate Medical Transcription	3
CAPL 1022	Personal Information Management	1	OFFT 2044	Medical Transcription Capstone	3
OFFT 2012	Medical Office: Disease Concepts	2	OFFT 2783	Medical Office Practicum	3
				Career-Related Electives	4

Associate in Applied Science Degree: Office Technology - Medical**Total Number of Credits: 64**

Program Description: This program is designed for students interested in more advanced employment in healthcare facilities. Program graduates completing the **Administrative Track** may be employed as administrative assistants in healthcare facilities, the insurance industry, or medical device industry. Program graduates completing the **Transcription Track** may take the registered medical transcription (RMT) credentialing exam. Program graduates holding an RMT may be employed as medical transcriptionists in transcription service companies, medical clinics, or hospitals. Program graduates completing the **Coding Track** may take the CCA or CCP credentialing exams. Program graduates holding a coding credential may be employed in healthcare settings such as clinics, insurance companies, government agencies, public health, home health agencies, long-term care facilities, hospitals, and dental offices.

Application Requirements: High School graduate or GED

Career/Occupational Requirements: 18 credits

CAPL 1023	Microsoft Word	3
OFFT 2006	Medical Office Fundamentals	3
OFFT 2010	Medical Office Terminology	3
OFFT 2021	Electronic Health Records	3
OFFT 2030	Medical Office: Insurance and Coding	3
OFFT 2041	Beginning Medical Transcription	3

General Education/MnTC Requirements: 20 credits

Four (4) credits beyond the minimums are needed to reach 20 credits. See MnTC course list for options.

Goal 1 - Communication: 7 credits

ENGL 1021	Composition I	4
Select ONE of the following COMM courses:		
COMM 1021	Fundamentals of Public Speaking	3
COMM 1031	Interpersonal Communication	3
COMM 1041	Small Group Communication	3
COMM 1051	Intercultural Communication	3

Goal 2 – Critical Thinking is automatically fulfilled when all other MnTC goals are complete.

Goal 3 and/or Goal 4 – Sciences/Math/Logical Reasoning: 3 credits

BIOL 1024	Human Biology	3
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Goal 5 – History/Social and Behavioral Sciences: 3 credits

Goal 6 – Humanities and Fine Arts: 3 credits

Goals 7-10: Three credits in one of these four goals (Fulfilled by COMM course)

Career/Occupational Requirements: Select 1 of 3 Specialty Track Options:**Administrative Track – 26 Credits**

ACCT 1010	Introduction to Accounting	3	OFFT 2000	Records Classification Systems	3
BMGT 2035	Human Relations in Business	3	OFFT 2012	Medical Office: Disease Concepts	2
CAPL 1010	Introduction to Software Applications	3	OFFT 2013	Medical Office: Pharmacology Lab & Medicine.	2
CAPL 1022	Personal Information Management	1	OFFT 2783	Medical Office Practicum	2
OFFT 1002	Speech Recognition	1		Career-Related Electives	3
OFFT 1035	Advanced Word Processing	3			

Coding Track – 26 Credits

BMGT 2035	Human Relations in Business	3	OFFT 2031	Beginning ICD-9 Coding	3
CAPL 1022	Personal Information Management	1	OFFT 2032	Beginning CPT Coding	3
OFFT 1002	Speech Recognition	1	OFFT 2033	Advanced ICD-9 Coding	3
OFFT 2012	Medical Office: Disease Concepts	2	OFFT 2034	Advanced CPT Coding	3
OFFT 2013	Medical Office: Pharmacology Lab & Medicine.	2	OFFT 2783	Medical Office Practicum	2
				Career-Related Electives	3

Transcription Track – 26 Credits

BMGT 2035	Human Relations in Business	3	OFFT 2013	Medical Office: Pharmacology Lab & Medicine.	2
OFFT 1002	Speech Recognition	1	OFFT 2042	Intermediate Medical Transcription	3
OFFT 1035	Advanced Word Processing	3	OFFT 2044	Medical Transcription Capstone	3
CAPL 1022	Personal Information Management	1	OFFT 2783	Medical Office Practicum	3
OFFT 2012	Medical Office: Disease Concepts	2		Career-Related Electives	5

Note for ALL awards:

- Any **career-related electives** may be taken from ACCT, BMGT, CAPL, CSCI, ENGL, OFFT, MKTG, PSYC, SPAN, and/or COMM course(s) not already included in the program. Other courses must be approved by academic petition.
- Additional Requirement: **Grade of "C"** or higher in **each** required course.

Important Telephone Numbers: (651 Area Code)

Admission Office	773-1700	Program Instructor		
Counseling Office	779-3285	Julie Lindstrom Myhre	Office: 2246 East	779-5781
Financial Aid Office	779-3305	julie.lindstrom@century.edu		

General Requirements:

1. Certificates: Up to 30 earned college-level credits. Diplomas: 31 to 48 earned college-level credits.
AAS: At least 64 earned college-level credits (numbered 1000 or above). At least 20 credits must be earned at Century College.
2. Century college-level GPA of 2.0; required career and occupational courses GPA of 2.0; MnTC GPA of 2.0.
3. A grade of C or higher in ENGL 1021 (for Diplomas and 30 credit Certificates ONLY IF this is the Goal 1 course selected.)
4. A MN Human Services background study may be required for internships or permanent employment.

Assessment: *Assessments are required for all students* before registering for classes. Students may be required to take developmental courses in English, Reading and Mathematics based upon their assessment scores. For important information and exemptions see www.century.edu/futurestudents/assessment.

References to the Minnesota General Education Transfer Curriculum (MnTC): On this guidesheet, notations such as "Goal 1-Communication: 3 credits" are used to refer to the goals of the Minnesota General Education Transfer Curriculum. Refer to the MnTC Course List for the specific courses from which students may choose to fulfill the MnTC requirements of the program, found in the catalog, the Counseling Center, and on the Century website. Students should be aware that it may be necessary to select additional MnTC credits beyond the minimum required in each goal area, to reach the total MnTC/General Education credits required for their program.

Career Information: Counselors are available in the Counseling and Career Center, Room 2400 West, to assist with educational and career planning. Resources available include career interest and personality inventories and print and web-based occupational and educational information, e.g., occupational descriptions, employment outlook, earnings, education/training requirements and sources. Consult the **GPS LifePlan** link on the Century website for information on these and more resources for your career, work, and educational planning!

Transfer: Some programs are intended primarily for employment preparation rather than transfer to a four-year institution. Some courses may not transfer to a number of four-year colleges. If you are considering the possibility of transfer, you may wish to talk with a counselor or the program instructor before registering to discuss your goals and look at programs designed for transfer.

Time Limit for Meeting Graduation Requirements: See Century College catalog "Graduation" for information.

Academic Petitions: Any exceptions to the program requirements must be petitioned through the Vice President of Academic Affairs.