

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL OFFICE MANAGEMENT

(Currently Not Accepting Enrollments)

Description and Outcomes

As of November 11, 2015, this program will no longer be accepting enrollments.

The objective of the Associate of Applied Science in Medical Office Management program is to prepare you with the knowledge, technical skills, and work habits to pursue entry-level positions in medical offices. The program concentrates on helping you develop skills to submit medical claims for reimbursement, process bills, and develop a working knowledge of various insurance plans as well as administrative procedures. The associate's degree program provides a broad education to help you develop advanced technical and communication skills.

Upon graduation, you may be eligible to take the examination given by the American Medical Technologists to become a Certified Medical Administrative Specialist (CMAS) and the Certified Coding Associate (CCA) examination sponsored by the American Health Information Management Association (AHIMA). Refer to the Certification, State Board, and National Board Exams (p. 1) section for important program disclosure information.

Workplace duties may include appointment management and scheduling, medical records management, insurance processing, insurance coding and billing, and fundamentals of financial management. Competence in the field also requires that a medical office assistant display professionalism, communicate professionally, and provide instruction to patients.

Externship Experience

This program blends online coursework with an on-ground experience. If you enroll in the online program, you will need to complete a minimum 90-hour supervised externship in a physician's office or clinic to complete the course of study. Refer to the General Policies (<https://catalog.purdueglobal.edu/undergraduate/health-sciences/>) section for criminal background check information and the Progression Requirements (p. 1) section for additional requirements.

Program Length

The Associate of Applied Science in Medical Office Management program consists of a minimum of 91 quarter credit hours. Upon successful completion of the program, you will be awarded an associate of applied science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Administration: Exhibit proficiency in clerical and administrative functions required of a medical office manager.
2. Standards, Laws, and Ethics: Employ professional, ethical, and legal standards in health care practice.

3. Foundational Knowledge of Allied Health Sciences: Integrate knowledge from behavioral and biological sciences as a basis for allied health practices.
4. Professionalism: Embody professional behaviors as defined by the disciplines of allied health.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the General Education and Professional Competency Requirements (<https://catalog.purdueglobal.edu/undergraduate/general-education-professional-competency-requirements/>) section of this Catalog.

Program Availability

For program availability, please refer to the U.S. State and Other Approvals (<https://catalog.purdueglobal.edu/policy-information/university-information/accreditation-approvals-memberships/>) section and Program Availability Information (<https://www.purdueglobal.edu/catalog-program-availability-info.pdf>).

Policies

Progression Requirements

1. You will be withdrawn from the program if you are unable to successfully complete MO290 Medical Office Administration Externship and Evaluation on the second attempt.
2. Prior to beginning the first clinical experience, you must provide documentation of completion of an approved health care provider CPR training course. Approved courses include: American Heart Association (Basic Life Support for the Healthcare Provider, Heartsaver CPR and AED, Healthcare Provider), American Red Cross (Adult and Child CPR with AED, CPR/AED for the Professional Rescuer, CPR/ AED for the Professional Rescuer and Healthcare Provider; BLS/CPR for Healthcare Public Safety; and BLS for Healthcare Providers), and ProCPR (ProFirst Aid blended course for health care providers).
3. As an online student, you must:
 - a. Provide notice of intent to enroll in clinical courses and externships 3 months prior to the beginning of the term in which you wish to enroll. Notification must be submitted to the Health Sciences Clinical Placement Department using the appropriate application form.
 - b. Complete a clinical orientation workshop and pass a criminal background check prior to placement at a clinical, practicum, or externship site.
 - c. Enroll in EL206 Academic Prior Learning Portfolio in your second term if you are interested in pursuing credit for experiential learning. You must complete the portfolio development and assessment process by the end of the third term or by the time you have accumulated 30 credits within your program.

Certification, State Board, and National Board Exams


Certain state certification and licensure boards have specific educational requirements for programs to lead to a license or nongovernmental certification that is a precondition for employment in a recognized occupation.

Unless otherwise specified, Purdue Global's programs are not designed to meet any specific state's licensure or certification requirements. If certain licensed occupations, vocations, or professions are not explicitly listed, Purdue Global has not reviewed the licensure or certification requirements of those occupations, vocations, or professions, nor intended the program to meet such requirements. Licensure-track programs may limit enrollment to students in certain states; please see Purdue Global's Program Availability Information (<https://www.purdueglobal.edu/catalog-program-availability-info.pdf>) to determine enrollment eligibility.








You are responsible for understanding the requirements of optional certification exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various optional certification exams, Purdue Global cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other certification requirements, or the program or the University itself having appropriate accreditation or licensure.


The Associate of Applied Science in Medical Office Management program is designed to prepare you with the administrative skills to provide outstanding patient care. The program is structured to provide appropriate academic preparation if you are interested in pursuing national certification as a medical administrative specialist. After completion of the program, you may be eligible to take the Certified Medical Administrative Specialist examination given by the American Medical Technologists and the Certified Coding Associate (CCA) examination sponsored by the American Health Information Management Association (AHIMA).

Degree Plan

The  icon appears in the title of traditional courses that are also available as a set of module courses. Module course availability may be limited to certain academic calendars. See Course Types (<https://catalog.purdueglobal.edu/policy-information/university-information/approach-to-learning/>) for information about module courses.

Program Requirements

Code	Title	Credits
Core Requirements		
CM107	 College Composition I	5
CM220	 College Composition II	5
Mathematics (select one of the following):		5
MM150	 Survey of Mathematics	
MM212	 College Algebra	
Total Core Requirements		15
Major Requirements		
HI215	Reimbursement Methodologies	3
HI252	Medical Coding I	4
HI255	Medical Coding II	5
HS100	 Introduction to Health Science Professions	5
HS101	 Medical Law and Bioethics	5
HS111	 Medical Terminology	5

HS200	Diseases of the Human Body	5
HS210	Medical Office Management	5
HS240	Medical Office Accounting	3
MO250	Medical Records Management	3
MO270	 Advanced Medical Office Management	5
MO260	Medical Office Applications	5
SC121	Human Anatomy and Physiology I	5
SC131	Human Anatomy and Physiology II	5
MO290	Medical Office Administration Externship and Evaluation	3
Total Major Requirements		66
Open Elective Requirements		
Open Electives		10
Total Open Elective Requirements		10
TOTAL CREDITS		91