

BUSINESS: MEDICAL OFFICE



With an associate degree,
graduates can make
\$41k per year.

(Occupational Outlook Handbook)



The Medical Office
Concentration prepares you
for today's medical industry.



The A.A.S. degree is designed
for graduates to be ready to
enter the workforce.



MOTLOW STATE

motlow.edu/medicaloffice

A.A.S. BUSINESS: MEDICAL OFFICE CONCENTRATION

MEDICAL OFFICE CONCENTRATION

The Associate of Applied Science (A.A.S.) degree in Business with a Medical Office concentration at Motlow State Community College prepares you for a variety of positions in today's medical office environment. This two-year program is designed for students who do not intend to transfer to a university.

The A.A.S. degree prepares you for a variety of positions in today's medical office environment, such as medical receptionist, medical records specialist, medical insurance specialist, patient account representative, medical transcriptionist, medical administrative assistant, and physician or hospital coder. The program provides skill development in the areas of software applications, office procedures, electronic health records, medical information management, communications, transcription, and coding.

Associate degree graduates are well-versed in the terminology and technology required for immediate entry-level employment, whereas candidates without a degree often require extensive on-the-job training. Job responsibilities of medical office administrators vary depending on the size of the staff and the type of services provided.

Medical Office Careers with an A.A.S. degree:

- Medical Secretary (\$38k/year)
- Administrative Assistant (\$38k/year)
- Dental Office Administrator (\$41k/year)

(Occupational Outlook Handbook)

Graduates of this program should be able to:

- Perform office tasks using the leading office application software
- Apply time-management skills effectively by managing multiple projects and priorities
- Play a vital role in a successful management team as an administrative assistant in a business or medical office environment
- Efficiently prepare business documents according to commonly accepted grammar and format standards
- Effectively integrate information from multiple sources that allows for appropriate decision making
- Demonstrate critical-thinking and problem-solving skills
- Exhibit responsible behavior and demonstrate an understanding of the principles of ethical behavior

