



Medical Office Associate

Diploma: NIACC

Business Division

Credit

30 semester hours

Contact:

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Program Description

The Medical Office Associate program is designed to prepare students for employment in physicians' offices, hospitals, clinics, public health departments, Civil Service, medical laboratories, pharmaceutical houses, insurance companies, business and industrial firms with large medical departments, and foundations devoted to medical research.

The graduates duties include preparing correspondence and medical records, filing, mailing, ordering supplies, handling telephone services, making appointments and receiving visitors, taking care of general office administration, and using a computer for word processing..

Admission Requirements

- NIACC Application for Admission
- High school transcript or GED scores
- ACT scores or COMPASS assessment
- Other college transcripts

Curriculum

First Term

- BCA-129 Basic Word Processing
- BUS-121 Business Communications
- HSC-120 Medical Terminology I
- HSC-144 Basic Pharmacology
- HSC-150 Body Structure & Function

Second Term

- ACC-111 Introduction to Accounting
OR ACC-121 Principles of Accounting I
- ADM-123 Document Formatting
- ADM-131 Office Calculators
- ADM-215 Medical Office Procedures
- BUS-107 Business Careers
- HIT-210 Basic Medical Insurance & Coding
OR Coding I and II
- HSC-121 Medical Terminology II

Program Fees

Tuition & Fees	\$3,487.50
Books	varies
Other fees	<u>none</u>
Total	\$ 3,487.50 (+ books)

Career Potential

A wide variety of businesses provide employment opportunities:

* Physicians' Offices - Hospitals - Clinics - Public Health Departments - Civil Service - Medical Laboratories
Pharmaceutical Houses - Insurance Companies - Foundations

* According to the 2007 salary survey located on America's Career InfoNet, the median salary for medical office professionals and related positions was \$29,000 (\$13.92 per hour) at the national level and \$27,200 (\$13.09 per hour) in the state of Iowa