

## Medical Office Professional (Diploma)

### Diploma

720 Contact Hours  
29.33 Semester Credits  
30 Instructional Weeks – Full Time

Program offered at:  
Memphis, Tennessee  
and  
Southaven, Mississippi

### Medical Office Professional (Diploma) Mission Statement:

The program provides students the with sufficient theoretical knowledge and specialized skills for an entry-level administrative position in allied health. The program prepares students to take the American Academy of Professional Coders (AAPC) certification test.

### Learning Objectives / Instructional Outcomes

The program includes courses covering computer applications, medical terminology, and medical insurance basics. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in computer skills, medical terminology, medical office procedures, communication, psychosocial skills, office procedures, insurance, and ancillary coding procedures with continuous practice in the school labs.

### Career Overview

The Medical Office Professional has the skills necessary to handle most medical office business and financial operations, including accounts receivable and payable, billing and fee collection, payroll and taxes, records management, insurance claims processing, typing, and word processing. The Medical Office Professional brings a thorough understanding of medical and insurance terminology along with skills in interpersonal communications and public relations. Employment opportunities in this field are to be found in a broad range of settings, from physicians' and dentists' offices, to long-term-care facilities and hospitals, to medical insurance companies.

**In order to graduate from the Medical Office Professional (Diploma) program, students must successfully complete the following curriculum:**

Course #	Course Title	Theory Hours	Lab Hours	Extern Hours	Semester Credits
POFM1412	Medical Office Procedures	40	40		4.00
POFM1422	Computer Applications	40	40		4.00
POFM1432	Medical Terminology & Communications	40	40		4.00
POFM1442	Medical Insurance Claims	40	40		4.00
POFM1452	Medical Insurance Coding	40	40		4.00
POFM1462	Medical Office Applications	40	40		4.00
POFM1572	Externship			240	5.33
<b>Subtotals</b>		<b>240</b>	<b>240</b>	<b>240</b>	<b>29.33</b>