



# MEDICAL OFFICE SYSTEMS

Associate in Applied Science Degree  
Certificate of Achievement- Medical Office Assistant

## CAREER INFORMATION

As a medical office assistant you will work with patients or their caretakers to schedule appointments, arrange for hospital admission, and gather information needed for medical records and insurance claims. Most medical office assistants will be a key contact person who works with a variety of people including doctors, nurses, patients, and insurance company personnel. Typical office settings include private practice doctor offices, hospitals, and nursing homes.

## JOB OUTLOOK

Employment is expected to grow by 29 percent by 2020, much faster than the average for all occupations. Demand will come from physicians hiring more medical office assistants to do routine administrative and clinical duties so that physicians can see more patients.

National median annual wage Medical Office Assistants: \$29,370\*

National job growth projection by 2020: 29%\*

\*Source: U.S. Department of Labor, Bureau of Labor Statistics Occupational Outlook Handbook, 2014-2015

## PRIOR LEARNING CREDIT

Office Information Systems (OIS) students may be eligible to receive credit for past and present work experience (Prior Experiential Learning Credit or PELC)!

To find out if you are eligible:

1. Contact the OIS Faculty Advisor, Christine Davis, at [cdavis@lakemichigancollege.edu](mailto:cdavis@lakemichigancollege.edu) or (269) 927-8877
2. You and the faculty advisor will discuss your work history and develop a plan for evaluating your experiences for college credit.

## CLASSROOM EXPERIENCE

- ▶ Communication and problem solving skills will be emphasized to help develop positive patient and co-worker interactions
- ▶ Classes specializing in medical terminology, office procedures and coding and billing
- ▶ Become proficient with software programs such as Microsoft Office: Word, Excel, Power Point, Publisher & Access
- ▶ Visit a local business to observe and report on their office operations

## SCHOLARSHIP OPPORTUNITIES

- ▶ More than 100 total LMC scholarships available

Scholarship information is available through the LMC Financial Aid Office

## TRANSFER OPPORTUNITIES

- ▶ Western Michigan University-Southwest
- ▶ Siena Heights University

## CONTACT INFORMATION:

**Christine Davis, (269) 927-8877, [cdavis@lakemichigancollege.edu](mailto:cdavis@lakemichigancollege.edu)**  
For more program information, visit [www.lakemichigancollege.edu/med-office-sys](http://www.lakemichigancollege.edu/med-office-sys)



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## PROGRAM PREREQUISITES

Proficiency in reading, English, and mathematics on the Compass assessment or successful completion of recommended classes. See course descriptions for specific course prerequisites.

## DEGREE REQUIREMENTS

### COLLEGE REQUIREMENTS CREDIT HOURS

*English 101, English Composition.....	3
English 102, English Composition, or	
English 103, Technical Writing.....	3
**Physical Education 200, Healthful Living, or	
Physical Education 212, Health and Fitness, or	
Physical Education 214, Personal Health.....	1 or 3
Political Science 101, National Government, or	
Political Science 102, State Government, or	
History 201, American History to 1865, or	
History 202, American History 1865 to present.....	3

### SUPPORT COURSES CREDIT HOURS

Biology 110, Human Structure and Function.....	4
Communication 101, Introduction to Public Speakin.....	3
Group I, II, or III Electives (with COMM 101 to total 7 credits in at least two groups).....	4

## MAJOR REQUIREMENTS CREDIT HOURS

Business Administration 100, Business Mathematics.....	3
*Business Administration 103, Introduction to Business.....	3
Business Administration 210, Business Correspondence.....	3
Health 103, Medical Terminology.....	2
Medical Assisting 212, Medical Coding.....	3
*Office Information Systems 104, Proofreading and Editing.....	2
*Office Information Systems 114, Computer Applications 1.....	3
*Office Information Systems 125, Records Management.....	3
*Office Information Systems 201, Computer Applications 2.....	3
*Office Information Systems 205, Integrated Business Projects.....	4
*Office Information Systems 220, Medical Office Procedures.....	3
Office Information Systems 261, Co-op I.....	3

## PROGRAM ELECTIVES CREDIT HOURS (SELECT SIX CREDIT HOURS FOR DEGREE, THREE FOR CERTIFICATE)

Business Administration 101, Business Accounting I.....	3
Business Administration 115, Principles of Customer Service.....	3
Business Administration 150, Job Search Seminar.....	1
Business Administration 209, Principles of Marketing.....	3
Business Administration 211, Principles of Management.....	3
Computer Information Systems 106, Operating Systems.....	3
Computer Information Systems 111, Database Concepts.....	3
Computer Information Systems 295, Project Management.....	3
Health 120, Health and Health Occupations.....	2
*Office Information Systems 211, Office Procedures.....	3
Office Information Systems 262, Office Co-op II.....	3

\*Required for certificate program.  
\*\*Transferring students are encouraged to take PHED 212 or PHED 214.  
NOTE: You should notify your program advisor and the co-op coordinator of your intention to take OIS 261 or OIS 262 before beginning your second-year classes.

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