

Medical Office Program



One year to a career!

Overview

If you'd like to work in an office environment and are interested in a career in healthcare, this is the program for you! As a Medical Office Assistant, you will play a key role in running an efficient and productive medical office. In just one year, you can earn a diploma and obtain the administrative skills, medical background knowledge, and computer/technology training needed to successfully manage day-to-day office operations in today's rapidly changing, high-tech healthcare environment.

What to expect

- Perform medical administrative duties including preparing medical charts, reports, and correspondence; diagnostic and procedural coding; processing insurance claim forms; updating and filing patient medical records; arranging for hospital admissions and laboratory services; assisting physicians with speeches, articles, and travel arrangements; transcribing physicians' instructions; and purchasing supplies, negotiating with vendors, and maintaining equipment.
- Learn tasks beneficial to any office career, such as answering telephones, greeting patients, handling correspondence, scheduling appointments, planning meetings, and handling billing and bookkeeping.
- Manage electronic health records; use computer applications to create spreadsheets, presentations, reports, and documents; conduct research online; and perform data entry of patient information.
- Become proficient at spelling, punctuation, grammar, and oral communication. Develop good customer service and personal skills that employers look for, including discretion, professionalism, organizational ability, initiative, and the ability to work well independently as well as with a team.
- Receive training in the legal and ethical aspects of healthcare, including HIPAA, OSHA, and cultural diversity.

Careers

Graduates may seek entry-level administrative assistant positions in various healthcare settings, including doctors' offices, hospitals, nursing homes, insurance offices, and labs. Medical office professionals may advance to related occupations through experience or additional training.

Related careers

Related careers include Information Clerks, Medical & Health Services Managers, Medical Assistants, Medical Transcriptionists, and Pharmacy Technicians.

Job Outlook

Employment of Medical Records & Health Information Technicians is projected to grow nationally 8 percent from 2019 to 2029, faster than the average for all occupations. Most of these professionals work in offices, but some work from home.

The demand for health services is expected to increase as the population ages.



Job Market for Medical Secretaries and Administrative Assistants

2020 Median Pay in Iowa	\$16.74 per hour; \$34,810 annual
2020 Median Pay in the U.S.	\$17.96 per hour; \$37,350 annual
Projected growth in Iowa 2018-2028	Much faster than average (19%)
Projected growth in the U.S. 2019-2029	Much faster than average (8% or higher)

Bureau of Labor Statistics 2020 wage data and employment projections; Iowa source: Projections Central 2018-2028 long-term projections, sponsored by the US Department of Labor.

Medical Office Practitioner Diploma

The Medical Office Practitioner program prepares individuals for administrative service careers in the healthcare field. Instruction includes office, computer applications, and medical training.

Want more information?

Program Contact

Andrew Wells, Faculty

Phone: 641-648-8611

Email: Andrew.Wells@iavalley.edu

ECC Admissions Office

Phone: 641-648-4611 or 800-322-9285

Email: eccinfo@iavalley.edu

3/2021

Medical Office Practitioner Diploma

General Education		Credit Hours
CSC110	Introduction to Computers	3
HSC129	Anatomy & Physiology for Health Sciences	5
BIO168	Human Anatomy & Physiology I	(4)
HSC113	Medical Terminology	(2)
must select 3 credit hours		
ADM154	Business Communications	3
ENG105	Composition I	3
ENG111	Technical Writing	3
Total		11-12

Program Requirements		Credit Hours
ADM111	Introduction to Accounting	3
BCA134	Word Processing	3
BUS291	Employment Portfolio & Career Dev.	2
MAP111	Medical Office Management I	3
MAP118	Medical Office Management II	4
MAP141	Medical Insurance	3
MAP510	Medical Office Pharmacology	1
Total		19
Electives (must select 3 credit hours from ACC or CSC prefixes or do the 3 hours of Co-op below)		3
ADM907	Co-op Field Experience	Varied
Total Required Hours		33-34

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Ellsworth Community College students who have questions or complaints related to compliance with this policy should contact Dr. Amanda Estey, Education Equity Officer at 641-844-5716 or Amanda.Estey@iavalley.edu. Complaints may also be filed with the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison St., Suite 1475, Chicago, Illinois 60661-7204 (Ph: 312-730-1560, E: OCR.Chicago@ed.gov) and/or the Iowa Civil Rights Commission at 400 E. 14th St., Des Moines, Iowa 50319 (Ph: 800-457-4416).

Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.



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