# Northwest State Community College

MEDICAL SUPPORT

Associate of Applied Business in Office Administrative Services

Medical support employees work in physicians' offices, hospitals, nursing homes, and other medical settings. They may transcribe dictation, prepare medical records or charts, schedule appointments, handle correspondence, prepare bills and process insurance forms. In addition to a good background in keyboarding, accounting, and computers, there is a need for expertise with medical terminology and familiarization with medical references. Strong communication skills are also important in dealing with patients in stressful situations.
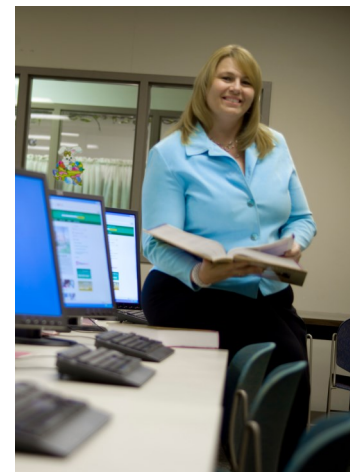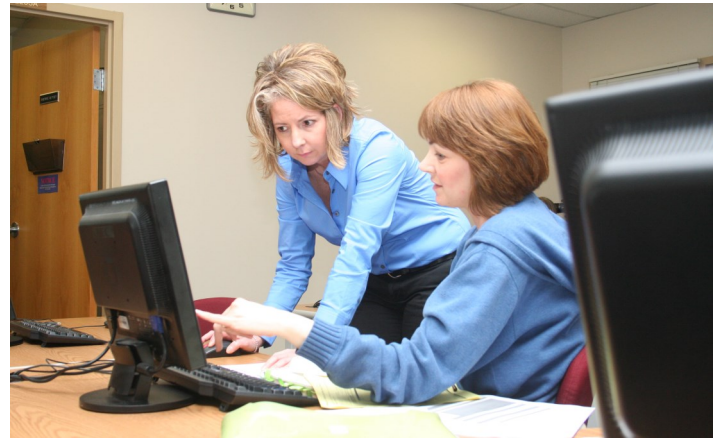
Career Outlook

The increase in medical services and the aging population place tremendous demands on physicians and hospitals. Medical support employees are essential workers who must accurately process medical and insurance documents.

Business & Public Services Division
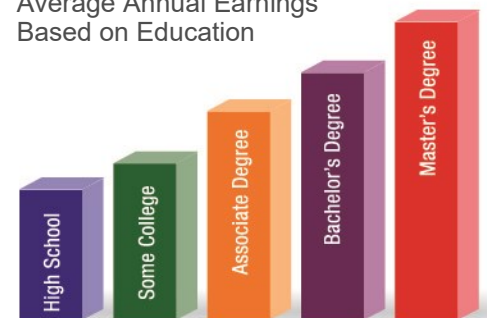
Jason Rickenberg, M.B.O.L, M.B.A.
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Questions:
NSCC Admissions Office
(419) 267-1320
admissions@NorthwestState.edu

www.NorthwestState.edu   **2019-2020**

Education Pays
Average Annual Earnings
Based on Education

High School | Some College | Associate Degree | Bachelor's Degree | Master's Degree

Based on data from the Bureau of Labor Statistics

PROGRAM SEQUENCE

Northwest State
Community College

First Semester — Credits

		Credits
CIS104*	Desktop Management	1
+ CIS112*	Microsoft Word	3
ENG111	Composition I	3
OAS101*	Business Document Formatting & Skillbuilding	3
+ OAS160	Administrative Technology & Procedures	3
+ OAS180	Medical Terminology	3
		16

Second Semester — Credits

		Credits
BIO150	The Human Body	4
ENG112	Composition II	3
+ OAS102	Advanced Business Formatting & Skillbuilding	3
+ OAS105	Document Editing & Proofreading	2
+ MEA108	Administrative Medical Office Procedures	3
MEA110	Pharmacology for Allied Health Professionals	3
		18

Third Semester — Credits

		Credits
OAS103	Office Accounting	3
+ OAS111	Electronic Health Records	3
+ OAS200	Speedbuilding	1
+ OAS229	Diagnostic & Procedural Coding	4
+ OAS282	Medical Transcription	3
+ OAS283	Computerized Medical Insurance	3
		17

Fourth Semester — Credits

		Credits
CIS113*	Microsoft Excel	3
+ OAS291	Internship I	1
PSY110	General Psychology	3
	Humanities Elective	3
	Mathematics Elective	3
		13

Total Program Credit Hours   64

* CIS090 Introduction to Computers & OAS 090 Keyboarding Basics are prerequisites to CIS104, CIS112, CIS113, OAS 101 and/or OAS104. A placement test is available for CIS090 & OAS090. See the Admissions Office.

+ Students must attain a 2.00 grade point average in these technical courses to graduate.