

PENSACOLA STATE COLLEGE

MEDICAL OFFICE ADMINISTRATION
(MOSC-AAS)
Admission Packet

Contact Information:

Donna N. Flynn
Program Manager
850-484-2223
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Health Programs Admissions Office
850-484-2210
healthprograms@pensacolastate.edu

Medical Office Administration
Associate in Applied Science – 2 years

Pensacola State College’s Medical Office Administration program prepares students for employment as information technology assistants, front desk specialists, medical office technologists, and medical administrative specialists. This program offers a broad foundation of knowledge and skills expanding the traditional role of the medical secretary.

As technology expands in medical offices across the nation, medical office professionals have assumed a wider range of responsibilities. Healthcare is a business and, like every other business, it needs good support staff to keep it running smoothly.

Positions include professional duties in hospitals, clinics, insurance companies, pharmaceutical firms, and offices of physicians specializing in area such as cardiology, dermatology, family practice, general surgery, OB/GYN, ophthalmology, pediatrics, and urology, just to name a few.

The average yearly salary is between \$21,090 and \$31,070. Salaries vary greatly reflecting differences in skill, experience and level of responsibility.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage that you contact the Program Director – Donna Flynn for assistance in planning your program of study.

Financial Aid available:

Financial Aid Office: (850)484-2349

Vocational Student Support Services: (850)484-2163

Program Information:

Donna Flynn, Program Director

(850)484-2223 or dflynn@pensacolastate.edu

Admissions Information:

Health Careers Programs Admissions Office

Sarah Lewis or slewis@pensacolastate.edu

(850)484-2210 or healthprograms@pensacolastate.edu

FREQUENTLY ASKED QUESTIONS

Q: What are some Typical Tasks in this Career?

- A. Persons trained in this field are qualified to perform any administrative task in the physician’s office.

Q: What is the Estimated Cost of the Program?

63 credits @ \$98.05 each, in-state (\$6,177.15)

Additional Expenses (approximate):

Books & Supplies	\$1,600.00
Lab Fees	\$250.00

Total Estimated Cost: \$8,027.15

Fees may vary and are subject to change. You may call the Registrar office for the current cost of fees.

Q: What are the Entrance Requirements for this Program?

A: High school diploma or GED is required, GPA 2.0.

*Student must maintain a 2.0 GPA in ALL courses.

Q: What are the Testing Requirements for this Program?

A: PERT

Q: What is the Career Outlook for this Field?

A: Job opportunities are varied and many in the healthcare field.

Q: What Other Occupations are Available in this Field?

A: Insurance Specialist
Transcriptionist
Medical Records Technician
Billing Clerk
Collections Clerk

Q: What is the Recommended Curriculum Sequence?

First Year

Fall Term		Credits
LIN1670C	Traditional English Grammar (Category I)	3
CGS1570	Computer Concepts & Application	3
OST1100	Keyboarding I	3
HIM1442	Pharmacology	2
HSC1531	Medical Terminology	<u>3</u>
Total		14

Term II - Spring

COM2100**	Business Communications (meets oral communications requirement)	3
HSC2641	Health Care Law	3
OST1713	Word Processing I	3
BSC1080	Essentials of Anatomy & Physiology	3
BSC1080L	Essentials of Anatomy & Physiology Lab	<u>1</u>
Total		13

Term III - Summer

_____*	Humanities (Category II)	<u>3</u>
Total		3

Second Year

Term I - Fall

HIM2253**	Outpatient Reimbursement & Methodologies	4
ACG2021	Financial Accounting	3
HSC1590W	AIDS/OSHA/Domestic Violence/Medical Errors	1
OST1464	Computerized Medical Office Systems	2
SLS1353*	Generations at Work (Category V)	<u>3</u>
	Total	13

Term II - Spring

OST1461**	Medical Office Practice (Spring Only)	3
ECO2023	Economics II (Category III)	3
<u> </u> *	Natural Science/Math (Category IV)	3
OST1611**	Medical Transcription I (Spring only)	<u>3</u>
	Total	12

Term III – Summer

OST1612**	Medical Transcription II (Term B only)	3
OST1613**	Medical Transcription III (Term D only)	3
OST2942**	Office Systems Internship (Term D & Fall)	<u>2</u>
	Total	8

TOTAL PROGRAM CREDITS 63

The courses with identified categories meet general education requirements.

*Electives based on general education distribution requirements.

**The course has pre- or co-requirements, check Course Description Section

Student Checklist for Application Process

Date when completed:

- _____ Complete and submit the Pensacola State College Application (\$30) for general admission.
- _____ Complete the Florida Residency Affidavit (if applicable).
- _____ Request high school transcripts or GED
- _____ Request all college transcripts
- _____ Complete the health-related program application and submit to an Admissions Office at any campus or center. The application will be forwarded to the Health Programs Admissions Office on the Warrington campus.
- _____ PERT

PENSACOLA STATE COLLEGE REQUEST FOR OFFICIAL TRANSCRIPT

TO: REGISTRAR

Name of High School, College, or University

Address of School

City State Zip Code

Please forward an official transcript of my academic work:

- _____ College transcript
- _____ High School Record (showing graduation date or date of withdrawal)
- _____ General Education Development Test Scores (GED)
- _____ Transient Student Form/Letter of Good Standing (for non-degree transient students)

Mail transcript to:

**Admissions Office:
Pensacola State College
1000 College Boulevard
Pensacola, FL 32504-8998**

The following information is furnished to assist you in locating my records:

Name: _____

Name used when attending the institution above: _____

Birth Date: _____ Student Number; _____

Date of Graduation: _____

Current Address: _____

City State Zip Code

If there is a fee for this service, please bill me at the address above.

Student's Signature: _____ Date: _____