

Medical Support



Business Technologies Division

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NSCC is accredited by:
The Higher Learning Commission
(312) 263-0456

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Medical Support

Associate of Applied Business in Office Administrative Services

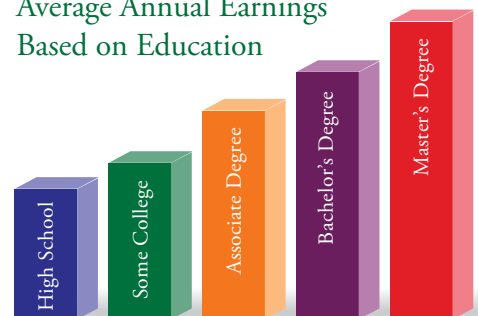
Medical support employees work in physicians' offices, hospitals, nursing homes, and other medical settings. They may transcribe dictation, prepare medical records or charts, schedule appointments, handle correspondence, prepare bills, and process insurance forms. In addition to a good background in 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.

Education Pays

Average Annual Earnings
Based on Education



2011-2012

Based on data from the Bureau of Labor Statistics

Program Sequence

First Semester

		<i>Credits</i>
CIS104*	Desktop Management	2
+ CIS112*	Microsoft Word	3
ENG111	Composition I	3
OAS101*	College Keyboarding	3
ACC102	Office Accounting	4
+ OAS180	Medical Terminology	3
		18

Second Semester

		<i>Credits</i>
MEA110	Pharmacology for Allied Health Professionals	3
ENG112	Composition II	3
+ OAS102	Keyboarding Applications	3
+ OAS105	Document Editing & Proofreading	2
+ OAS227	Diagnostic Coding	3
BIO150	Human Body	4
		18

Third Semester

		<i>Credits</i>
+ OAS160	Administrative Technology & Procedures	3
+ OAS111	Electronic Health Records	3
+ OAS200	Speedbuilding	1
+ OAS282	Medical Transcription	3
	Mathematics Elective	3
MEA205	Disease Conditions	3
		16

Fourth Semester

		<i>Credits</i>
OAS104*	Voice Recognition	1
+ OAS228	Procedural Coding	3
+ OAS283	Computerized Medical Insurance	3
+ OAS291	Internship	1
PHI220	Ethics in Health Care	3
PSY110	Psychology	3
CIS113*	Microsoft Excel	3
		17

Total Program Credit Hours **69**

* CIS090 Introduction to Computers & OAS090 Keyboarding Basics are prerequisites to CIS104, CIS112, CIS113, OAS101 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.

Course curriculum is subject to change. Please consult with an Academic Advisor for up-to-date information.

