



LEARNING OUTCOMES

Associate in Applied Science (AAS)

Program: Office Systems/Medical Office Specialist

Upon completion of this program, students will be able to:

1. Proofread and edit business documents to ensure that they are free of errors and meet business mailability standards.
2. Demonstrate the ability to use word processing software in the creation, editing, and proper formatting of professional business documents.
3. Demonstrate the ability to navigate in and glean information from electronic spreadsheet and database documents.
4. Transcribe, proofread and edit a variety of healthcare documents, according to AHDI guidelines.
5. Gather, analyze, and interpret specific medical and patient information in order to code procedures and diagnoses using CPT and ICD coding systems.
6. Demonstrate medical office procedures by using electronic systems for billing, coding, and scheduling appointments.
7. Maintain high standards of confidentiality in healthcare information and documentation.
8. Collect and organize documents highlighting individual job skills through the creation of a personal employment portfolio.

SLOs AAS Office Systems-Medical Office Specialist

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November 2011; Revised August 2014