



**ASSOCIATE OF APPLIED SCIENCE,
MEDICAL OFFICE TECHNOLOGY
MEDICAL PRACTICE MANAGER OPTION
2007-2008**

This program is designed to place students in outpatient (ambulatory) care facilities. The program is designed in a step manner allowing the students to enter the workforce as soon as possible while continuing their education in class.

The Medical Office Technology degree with the Medical Practice Manager option prepares students to become managers for outpatient healthcare facilities.

All health program students must obtain a criminal background check through Arapahoe Community College Campus Police department. Additionally, students must obtain professional liability insurance coverage as provided by Arapahoe Community College. Documentation of current immunizations, including the Hepatitis B vaccinations, is required. Needed supplies include a stethoscope and a lab coat.

Admission Requirements:

- 1) All courses require acceptance into the program or written approval of the Academic Coordinator, except HIT students.
- 2) Complete program application packet. Download the application on the web site or call 303-797-5898.
- 3) Personal interview with the Academic Coordinator.
- 4) Complete CPT examination with minimum scores of: Reading 83, Mathematics 61, Sentence Structure 86 (or Academic Coordinator approval) Applicants who hold a degree are exempt from the CPT examination.
- 5) Clear criminal background check.

All major, general education courses and other courses required for this degree must be completed with a grade of "C" or better to meet graduation requirements.

Major Courses – 36 credit hours

	HIT 101 Health Information Management Science	6
	MOT 130 Insurance Billing and Coding	3
	MOT 131 Advanced Insurance Billing and Coding	3
	HIT 225 Health Information Management	3
	HPR 106 Law and Ethics for Healthcare Professions	2
	HPR 178 Medical Terminology	3
	MOT 110 Medical Office Administration	4
	MOT 125 Basic Medical Sciences I	3
	MOT 133 Basic Medical Sciences II	3
	MOT 135 Basic Medical Sciences III	3
	MOT 225 Medical Practice Management Issues	4

General Education Courses – 25 credit hours

	ACC 121 Principles of Accounting I	4
	ACC 122 Principles of Accounting II	4
	BUS 217 Business Communication and Report Writing	3
	MAN 200 Human Resource Management	3
	MAN 226 Principles of Management	3
	ENG 121 English Composition I	3
	SPE 125 Interpersonal Communications	3
	HIT 112 Legal Aspects	2

Total Required – 62 credits

IMPORTANT PROGRAM INFORMATION:

Please see Connie Nelsen, Department Chair, with any questions concerning this program; 303.797.5898 or Connie.Nelsen@arapahoe.edu .

ASSESSMENT REQUIREMENTS:

Basic Skills courses may be required based on assessment scores. It is the student's responsibility to take these course requirements within the first 30 credits at ACC. Basic Skills courses are also available at other area community colleges.

Tested Out/ Completed	Semester	ACT/ SAT Last 2 yrs	Accuplacer	Course	Credits
Sentence Skills					
			25-49	See Developmental Studies Advisor	
			50-69	ENG060	3
			70-94	ENG090	3
		18/440	95-120	ENG 121	3
Reading					
			25-39	See Developmental Studies Advisor	
			40-61	REA060	3
			62-79	REA090	3
		17/430	80-120	REA 112	3
Mathematics					
		Arithmetic	24-56	MAT030	2
		Arithmetic	57-120	MAT060	3
		Elem. Alg.	45-60	MAT090	4
		Elem. Alg.	61-84	MAT106/111	5
		19/460	85-120	MAT 120,121,123,135/179	4
Study Skills/Orientation					
	Academic Achievement Strategies			AAA090	3
	College Orientation			AAA101	1
	Advanced Academic Achievement			AAA 109	3

EXEMPTIONS TO ASSESSMENT TESTING:

1. Have successfully completed a college-level mathematics and college-level English course with a grade of C or better. You must provide a transcript.
2. Have achieved the minimum ACT/SAT scores shown above within the last 2 years and provide documentation.
3. Have successfully completed necessary remedial course(s), if required with a "C" or better.
4. Have earned an Associate's degree or higher. You must provide documentation.

5. Some degree programs do not allow a waiver for the CPT.

IMPORTANT TELEPHONE NUMBERS:

Admission and Records	admissions@arapahoe.edu	M2470	303.797.5621
Advising and Counseling Center	advising@arapahoe.edu	M 2010	303.797.5664
Bookstore	0249mgr@fhcg.follett.com	M1200	303.797.5676
Campus Police	campuspolice@arapahoe.edu	M2600	303.797.5800
Career Center	careers@arapahoe.edu	M2025	303.797.5805
Cashier		M2300	303-797-5638
Child Development Center		N1000	303.797.5678
Disability Services	heather.lawler@arapahoe.edu	M2710	303.797.5937 v/tty
Financial Aid		M2115	303.797.5661

- Apply online at www.FAFSA.ed.gov

Information Central	info-central@arapahoe.edu	M2800	303-797-4222
Library	library@arapahoe.edu	M2500	303.797.5090
Math Lab	math@arapahoe.edu	M3610	303.797.5877

- Students must register for MAT 101 Enhanced Mathematics Lab

Open Computer Lab		M1650	303.797.5907
Student Affairs	heather.lawler@arapahoe.edu	M2820	303.797.5668
Testing Center		M2280	303.797.5993
Tutorial Services	debra.goldberg@arapahoe.edu	M2710	303.797.5937 v/tty
Writing Center		M2855	303.797.5830

Location Abbreviations:

A – Annex	AD – Art and Design Center
CSB – Church Street Building	M – Main Building
UCC – University Center @ Chaparral (15653 Brookstone Dr, Parker)	N – North Building

TRANSFER INFORMATION:

1. It is important that you consult an advisor and the transfer institution when choosing courses, as certain majors have particular degree prerequisites and general education course requirements that need to be taken within the Associate degree program.
2. Students who complete a 60 credit hour A.A./A.S. degree with appropriate course requirements and grades of C or better may be able to complete a Baccalaureate degree in 60 additional credits after transferring to a 4-year public institution.
3. Consult your ACC Advisor about Colorado's 60 + 60 plans.
4. ACC has articulation agreements with several four-year institutions; visit the ACC Transfer Center of the website (www.arapahoe.edu) for more information.

SUGGESTIONS FOR SUCCESS

1. Obtain and read a copy of the ACC catalog.
2. Attend a New Student Orientation session.
3. Maintain current contact information on file and read all correspondence from ACC.
4. Take your CPT or be exempted (see above) before meeting with an academic advisor.
5. Take English, Speech and Math classes early in your program.
6. See your advisor about balancing your workload with credit load.
7. If you want to graduate in two years, take a minimum of fifteen college-level credits per fall/spring semester or twelve credits Fall/Spring and six credits Summer.
8. Transfer and financial aid students should consult an advisor before registering.

GRADUATION INFORMATION

1. No catalog more than six years old may be used for graduation requirements; the 2007/2008 catalog may not be used beyond the Spring 2013 semester.
2. **You must apply for graduation; obtain the application online at www.arapahoe.edu (Student Services) and apply by: April 1 (summer graduation), July 1 (fall graduation) and November 1 (spring graduation).**

For more information log on to www.arapahoe.edu.

Last Updated 06.21.2007