

## Medical Secretary (MS), Diploma

This program will prepare the graduate for work in a doctor's office, hospitals, clinics, Laboratories, diagnostic centers, or pharmaceutical firms as a medical secretary. It will provide the student with knowledge of medical terminology and medical office procedures. The program offers the options for entry-level positions in coding and billing and/or medical transcription skills. Entrance Requirement: ATB entrance required scores: 200 Verbal 210 Math Quantitative in the Wonderlic Basic Skills Test. FNU awards a diploma upon completion of the program.

### GRADUATION REQUIREMENTS (A MINIMUM OF 45 CREDITS)

#### General Education Requirements

##### COMMUNICATIONS (3 CREDITS)

		Credit Hours
ENC 1101	English Composition I **	3

##### COMPUTERS (4 CREDITS)

CGS 1030	Introduction to Information Technology	4
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##### CORE REQUIREMENTS (28 CREDITS)

BSC 1085C	Anatomy & Physiology I	4
BSC 1086C	Anatomy & Physiology II	4
HSC 1000C	Introduction to Health Care	3
HSC 1230L	Patient Care Procedures	2
HSC 1531C	Medical Terminology	3
MEA 2304C	Medical Office Management	3
MEA 2305C	Medical Office Procedures	3
MEA 2315C	Medical Transcription	3
MEA 2335C	Medical Insurance, Coding and Billing	3

##### SUGGESTED ELECTIVES (10 CREDITS)

ENC 2200	Business Communication.	3
CGS 1500C	Word processing	3
ENC 1102	English Composition II	3
SPC 1017	Fundamentals of Oral Communication	3
GEB 2430	Ethics & Social Responsibility	3

All Credit Courses from within this division or any other division can be used as Suggested Electives.

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.

Students must complete 90 hours of clinical practice.

\*General Education Component (see page 219)

\*\*This course has prerequisites; check course descriptions.