

Pensacola Junior College



MEDICAL OFFICE ADMINISTRATION
(MDS-C-AAS)
Admission Packet

Contact Information:

Donna N. Flynn
Program Manager
850-484-2223
dfflynn@pjc.edu

Health Programs Admissions Office
850-484-2210
healthprograms@pjc.edu

Medical Office Administration
Associate in Applied Science – 2 years

PJC’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@pjc.edu

Admissions Information:

Health Careers Programs Admissions Office
Sarah Lewis or slewis@pjc.edu
(850)484-2210 or healthprograms@pjc.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 @ \$84.06 each, in-state (\$5,295.78)

Additional Expenses (approximate):

Books	\$800.00
Lab Fees	\$250.00
Miscellaneous Expenses	\$100.00

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: CPT

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 PJC 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 (on last page of this application packet) 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.
- _____ CPT

**PENSACOLA JUNIOR 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 Junior 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: _____

PENSACOLA JUNIOR COLLEGE
APPLICATION FOR HEALTH-SCIENCE PROGRAMS

Student ID Number	Last Name	First	Middle and/or Maiden
Mailing Address:			
Number & Street (apt # if applicable)	City	State	Zip Code
Telephone: _____		Email: _____	
Home Number	Work/Cell Number	@students.pjc.edu	

Check the program(s) you want to apply for and return this form to the Health Program Admissions Office at 5555 West Highway 98, Pensacola, FL 32507; or fax it to (850) 484-2375. You may check multiple programs.

<input checked="" type="checkbox"/>	Program	Start Dates			
	Career Mobility (LPN to RN)		May		
	CNA to LPN			Aug	
	Dental Hygiene		May		
	EMS (AAS)	Open			
	EMT	Jan	May	Aug	
	Health Information Management			Aug	
	Medical Coder/Biller			Aug	
	Health Services Management	Jan		Aug	
	Health Unit Coordinator			Aug	
	Licensed Practical Nurse		June		
	Medical Assisting			Aug	
	Medical Office Administration	Jan		Aug	
	Medical Records Transcribing	Jan		Aug	
	Nursing (A.D.) R.N.	Jan		Aug	
	Nursing (A.D.) Weekend/Evening	Jan			
	Paramedic EMT License Required)		May		
	Paramedic to RN		May		
	Perioperative Nursing			Aug	
	Phlebotomy	Jan	May	Aug	
	Physical Therapist Assistant			Aug	
	Radiography		Jun		
	Sonography (AAS)	Jan			
	Surgical Technologist			Aug	

I understand that this application DOES NOT GUARANTEE admission into a health-science program and certify that the information is correct knowing that falsification of information could lead to dismissal if I am accepted into the program. I also understand that I must keep PJC informed of my current address and telephone number by submitting a Student Record Change Form at any Student Affairs Office.

Date	Signature of Health-Related Program Applicant
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PJC HEALTH-SCIENCE PROGRAMS

Application Information

Health Science Program Admission Office: 850-448-2210

Detailed information packets for each program are available at www.pjc.edu/healthprograms

1. Complete and submit the PJC application (\$30.00) for general admission. Have your high school and college transcripts sent to PJC. This will generate your Pirate e-mail account, which will be used extensively during the admissions process. Get familiar with it now.
2. Complete this Application for Health-SCIENCE Programs and submit to the admissions office at any PJC campus. Health-SCIENCE applications will be forwarded to the Health Program Admissions Office on the Warrington Campus. You may also fax this application to our office at 484-2375.
3. Each program has an information packet on our website at: www.pjc.edu/healthprograms. Pay particular attention to the admissions requirements. Contact Health Admissions for assistance in completing the list, (850)484-2210.
4. Complete test requirements for the program. Test fees are: **CPT (re-take (\$10), HOBET (\$30), LPN (\$25), and NLN (\$80)**. All others are free. Call Testing (Pensacola – 484-1987; Warrington -484-1076) for scheduling assistance.
5. You are strongly encouraged to contact the Health Program Admissions Office to ensure you have completed all requirements (850)484-2210.
6. For help with college admissions, call Warrington Student Affairs at (850) 484-2270 or the Registrar at (850) 484-1600.
7. Keep your address and phone information current with the College: To update your contact info, complete a Student Record Change form with any Student Affairs Office at a PJC campus or center. You may also do this online via your Spyglass account.
8. **Applicants will be required to undergo a criminal background check and a drug test. Pending the results of these two tests, you may not be able to continue in your chosen program. If you have an arrest record, make an appointment with the appropriate department head to see if you can sit for the state licensing examination.** In addition, current health and immunization records must be completed as a condition for attending portions of these programs. You will bear the cost of these immunizations.
9. Seats in health programs are awarded on a 'first-qualified, first placed' system. Once you have met all admissions requirements for your programs, you are moved to the Candidates' List. You are selected for a position in strict chronological sequence off this list.