

PROGRAM STUDENT LEARNING OUTCOMES (PSLO) REVIEW FORM

PSLO Review Date	February 23, 2026
Division	Business and Information Systems
Program Name	AAS Medical Office Technology
CIP Code	52.0401

Program Description	
<p>The Associate of Applied Science Medical Office Technology degree is a two-year program designed to prepare students for clerical positions in a wide range of medical offices or healthcare facilities. Emphasis is placed on document processing, health records management, medical coding, accounting, basic skills, and office procedures. This program is intended for students who are beginning a career in medical office technology as well as for those already employed who wish to upgrade their office skills. A Certificate of Proficiency in Medical Coding is also available.</p>	

Program Student Learning Outcomes (PSLO)	
PSLO 1	Perform medical office procedures that include inputting patient information, appointment scheduling, and patient tracking using an electronic health record system.
PSLO 2	Utilize a working knowledge of medical terminology as related to body systems, billing and coding, and the use of electronic health records.
PSLO 3	Demonstrate knowledge of diagnostic and procedure codes using current coding systems for medical billing in healthcare facilities.
PSLO 4	Apply legal and ethical standards defined by federal, state, and local guidelines to provide patient confidentiality in the healthcare facility and community.
PSLO 5	Demonstrate technology skills to integrate MS Office products to compose, format, and distribute business documents using word processing, spreadsheet, database, and presentation software.
PSLO 6	Apply Generally Accepted Accounting Principles (GAAP) to record business transactions and prepare financial statements using a manual and computerized accounting system.
PSLO 7	Interact in a business professional manner with supervisors, co-workers, and customers using written and oral communication skills for the business environment.

Program Student Learning Outcomes and Competencies	
PSLO 1	Perform medical office procedures that include inputting patient information, appointment scheduling, and patient tracking using an electronic health record system. (Technology Utilization)
	<ul style="list-style-type: none"> Demonstrate the ability to input patient information, schedule appointments, and handle billing, reports, and insurance claims using an electronic health records system. (HIMT 20303)
PSLO 2	Utilize a working knowledge of medical terminology as related to body systems, billing and coding, and the use of electronic health records. (Analytical and Critical Thinking and Reasoning)
	<ul style="list-style-type: none"> Understand the basic terminology and concepts that apply to the business environment. (HIMT 12303) Identify Latin and Greek word elements and meanings. (HIMT 11303)

PSLO 3	Demonstrate knowledge of diagnostic and procedure codes using current coding systems for medical billing in healthcare facilities. (Analytical and Critical Thinking and Reasoning)
	<ul style="list-style-type: none"> • Apply knowledge of ICD-10 codes for medical billing in healthcare facilities. (HIMT 15303) • Apply knowledge of CPT4 codes for medical billing in healthcare facilities. (HIMT 26303)
PSLO 4	Apply legal and ethical standards defined by federal, state, and local guidelines to provide patient confidentiality in the healthcare facility and community. (Social and Community Responsibility)
	<ul style="list-style-type: none"> • Demonstrate an understanding of major legal and ethical issues including guidelines and regulations as related to the business environment or healthcare facilities. (HIMT 15303, HIMT 26303) • Understand the basic terminology and concepts that apply to the business environment. (ECON 21003, HIMT 20303)
PSLO 5	Demonstrate technology skills to integrate MS Office products to compose, format, and distribute business documents using word processing, spreadsheet, database, and presentation software. (Technology Utilization)
	<ul style="list-style-type: none"> • Demonstrate skills in creating, formatting, and editing business letters, reports, memos, and tables in Microsoft Word. (CPSI 10103, BUSI 12353, BUSI 11003) • Demonstrate skills in creating spreadsheets, entering data, editing, formatting, and creating formulas and charts in Microsoft Excel. (CPSI 10103, BUSI 12353) • Demonstrate skills in creating, editing, formatting, and adding enhancements to a presentation using Microsoft PowerPoint. (CPSI 10103, BUSI 12353) • Demonstrate skills in creating, querying, and maintaining a database using Microsoft Access. (CPSI 27343) • Demonstrate skills integrating Microsoft Office products to prepare multiple business documents. (BUSI 12853)
PSLO 6	Apply Generally Accepted Accounting Principles (GAAP) to record business transactions and prepare financial statements using a manual and computerized accounting system. (Analytical and Critical Thinking and Reasoning)
	<ul style="list-style-type: none"> • Understand the basic terminology and concepts that apply to the business environment. (ACCT 20003) • Apply accounting functions for journal entries, ledgers, worksheets, and source documents in a manual accounting system. (ACCT 20003) • Analyze and record accounting transactions to prepare source documents using computerized accounting software. (ACCT 28333)
PSLO 7	Interact in a business professional manner with supervisors, co-workers, and customers using written and oral communication skills for the business environment. (Communication, Cultural Competency)
	<ul style="list-style-type: none"> • Demonstrate professional business etiquette, dress, and behavior skills at a business etiquette event or Internship worksite. (BUSI 20103, HIMT 12103) • Communicate effectively in a written manner by typing and submitting clear and concise business professional documents. (BUSI 20103, ECON 21003) • Demonstrate oral communication skills by developing and presenting an individual/group presentation. (BUSI 20103) • Demonstrate oral skills with office supervisors, co-workers, and the public while working at the Internship work site. (HIMT 12103) • Interact in a professional manner with area businesses, co-workers, supervisors, and patient/customers at the Internship work site. (HIMT 12103)

Review of PSLO

Instructors have reviewed and approved the PSLO's and determined these do not need to be modified.	X
Instructors have reviewed and did not approve the PSLO's and determined these need to be modified.	

List Modifications or Revisions: