

Southeastern Community College

Technical Standards for: Medical Office Administration and Office Administration

The following are standards which a student in the Medical Office Administration major will be required to perform in order to successfully complete the program. If an accepted student believes that he/she cannot meet one or more of the standards with or without reasonable accommodations, the student must consult the Disability Services Counselor at 910-788-6327, disabilityservices@scnc.edu. Southeastern Community College will not discriminate against qualified individuals with disabilities and will provide reasonable accommodations.

Requirements:

Critical Thinking

- Possess the ability to gather relevant information, interpret data, recognize problems, and use a process to make informed decisions that show good judgment and attention to detail.

Interpersonal Skills

- Possess interpersonal skills for professional interaction with a diverse population of individuals, families and groups.
- Possess ability to engage in successful conflict resolution.
- Possess ability to comply with legal standards, including those of the healthcare profession and the corresponding policies of the college.
- Possess ability to maintain the privacy of confidential material.
- Possess ability to work independently and cooperatively in team situations.

Communication Skills

- Possess ability to read, write, interpret, comprehend, and document in multiple formats.
- Possess ability to relay accurate and thorough information in oral, written, and electronic forms.

Mobility

- Possess the physical ability for movement from room to room and in small spaces.
- Must have the ability to sit for extended periods of time for computer and desk work.

Physical Demands/Motor Skills

- Ability to enter data via keyboard for long periods of time.
- Ability to lift and manipulate/move objects (such as small office equipment and files) of 10-15 pounds.

Auditory Ability

- Possess auditory ability to hear sounds at a close distance.

Visual Skills

- Must have the ability to work indoors with artificial light and with the glare of computer screens.

If this document is not accessible, contact Disability Services at 910.788.6327, disabilityservices@sccnc.edu, or In A Building, Room 124.

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