MEDICAL OFFICE ADMINISTRATION DEGREE – MEDICAL BILLING AND CODING (A25310A)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success	1	0	1
CIS 110 Introduction to Computers	2	2	3
OST 131 Keyboarding	1	2	2
OST 141 Med Office Terms I	3	0	3
OST 148 Med Ins and Billing	3	0	3
Total	**10**	**4**	**12**
SPRING SEMESTER			
*ENG 111 Writing and Inquiry	3	0	3
OST 136 Word Processing	2	2	3
OST 142 Med Office Terms II	3	0	3
OST 247 Procedure Coding	2	2	3
OST 248 Diagnostic Coding	2	2	3
Total	**12**	**6**	**15**
SUMMER SEMESTER			
OST 149 Medical Legal Issues	3	0	3
OST 164 Office Editing	3	0	3
OST 280 Electronic Health Records	2	2	3
*PSY 150 General Psychology	3	0	3
Total	**11**	**2**	**12**
FALL SEMESTER			
*ENG 114 Prof. Res. & Reporting	3	0	3
*MAT 143 Quantitative Literacy	2	2	3
OST 161 Medical Office Procedures	2	2	3
OST 264 Medical Auditing	3	0	3
**Major Elective	3	0	3
Total	**13**	**4**	**15**
SPRING SEMESTER			
*HUM 115 Critical Thinking	3	0	3
OST 249 Med Coding Certification Prep	2	3	3
OST 288 Medical Office Administration Capstone	2	2	3
WBL 110 World of Work	1	0	1
**Major Elective	3	0	3
Total	**11**	**5**	**13**
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			**67**
** MAJOR ELECTIVES *Choose six (6) hours from the following:*			
BUS 260 Business Communication	3	0	3
OST 134 Text Entry and Formatting	2	2	3
OST 137 Office Applications I	2	2	3
OST 263 Healthcare Customer Relations	3	0	3
WBL 111 Work-Based Learning I	0	10	1

*This course is a component of the general education requirements needed for graduation.

NOTE: Students are required to take ACA 111 in their first semester.

NOTE: Courses previously completed in this program may be subject to review for readmitted students to ensure current proficiency based on changing technology needs and industry standards. The Curriculum Dean and program instructor(s) will determine if courses need to be repeated.

MEDICAL OFFICE ADMINISTRATION DEGREE – PATIENT SERVICES REPRESENTATIVE (A25310B)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

NOTE: Courses previously completed in this program may be subject to review for readmitted students to ensure current proficiency based on changing technology needs and industry standards. The Curriculum Dean and program instructor(s) will determine if courses need to be repeated.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success	1	0	1
CIS 110 Introduction to Computers	2	2	3
OST 131 Keyboarding	1	2	2
OST 141 Med Office Terms I	3	0	3
OST 148 Med Ins and Billing	3	0	3
Total	**10**	**4**	**12**
SPRING SEMESTER			
*ENG 111 Writing and Inquiry	3	0	3
OST 136 Word Processing	2	2	3
OST 142 Med Office Terms II	3	0	3
OST 247 Procedure Coding	2	2	3
OST 248 Diagnostic Coding	2	2	3
Total	**12**	**6**	**15**
SUMMER SEMESTER			
OST 122 Office Computations	2	2	3
OST 149 Medical Legal Issues	3	0	3
OST 164 Office Editing	3	0	3
*PSY 150 General Psychology	3	0	3
Total	**11**	**2**	**12**
FALL SEMESTER			
BUS 260 Business Communication	3	0	3
*ENG 114 Prof. Res. & Reporting	3	0	3
*HUM 115 Critical Thinking	3	0	3
*MAT 143 Quantitative Literacy	2	2	3
OST 161 Medical Office Procedures	2	2	3
Total	**13**	**4**	**15**
SPRING SEMESTER			
BUS 151 People Skills	3	0	3
OST 263 Healthcare Customer Relations	3	0	3
OST 288 Medical Office Administration Capstone	2	2	3
WBL 110 World of Work	1	0	1
**Major Elective	3	0	3
Total	**9**	**2**	**13**
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			**68**
** MAJOR ELECTIVES *Choose three (3) hours from the following:*			
OST 134 Text Entry and Formatting	2	2	3
OST 137 Office Applications I	2	2	3
OST 249 Medical Coding Certification Prep	2	3	3
OST 264 Medical Auditing	3	0	3
OST 280 Electronic Health Records	2	2	3
OST 284 Emerging Technologies	1	2	2
WBL 111 Work-Based Learning I	0	10	1

*This course is a component of the general education requirements needed for graduation.

MEDICAL ADMINISTRATIVE SPECIALIST CERTIFICATE (C25310A)

The Medical Administrative Specialist certificate prepares individuals for basic skills necessary for entry-level employment , such as keyboarding , medical terminology, and medical office software applications.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
CIS 110 Introduction to Computers	2	2	3
OST 141 Med Office Terms I	3	0	3
OST 142 Med Office Terms II	3	0	3
OST 148 Med Ins and Billing	3	0	3
OST 149 Medical Legal Issues	3	0	3
OST 161 Medical Office Procedures	2	2	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	**16**	**4**	**18**

NOTE: This certificate can be completed in 3 semesters (one year).

MEDICAL INSURANCE SPECIALIST CERTIFICATE (C25310B)

The Medical Insurance Specialist certificate is designed to provide individuals with the basic knowledge and skills necessary for entry-level employment to complete basic medical billing and medical coding tasks such as insurance verification, claim form completion and filing, and procedure and diagnostic code selection.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
OST 141 Med Office Terms I	3	0	3
OST 148 Med Ins and Billing	3	0	3
OST 142 Med Office Terms II	3	0	3
OST 247 Procedural Coding	2	2	3
OST 248 Diagnostic Coding	2	2	3
OST 149 Medical Legal Issues	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	**16**	**4**	**18**

NOTE: This certificate can be completed in 3 semesters (one year).