

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 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 OR ACA 122 Transfer & Career Success	0/1	0/2	1
OST 122 Office Computations	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	9/10	4/6	12
SPRING SEMESTER			
OST 136 Word Processing	2	2	3
OST 142 Med Office Terms II	3	0	3
OST 149 Medical Legal Issues	3	0	3
OST 247 Procedure Coding	2	2	3
OST 248 Diagnostic Coding	2	2	3
Total	12	6	15
SUMMER SEMESTER			
CIS 110 Introduction to Computers	2	2	3
*ENG 111 Writing and Inquiry	3	0	3
**Humanities/Fine Arts Elective	3	0	3
**Social/Behavioral Science Elective	3	0	3
Total	11	2	12
FALL SEMESTER			
BUS 260 Business Communication	3	0	3
**English/Communication Elective	3	0	3
**Math	2/3	2	3/4
OST 161 Medical Office Procedures	2	2	3
OST 164 Office Editing	3	0	3
Total	13/14	4	15/16
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
Total	9	2	13
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			67/68

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

MEDICAL OFFICE ADMINISTRATION DEGREE – PATIENT SERVICES REPRESENTATIVE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE <i>Select one course from the following:</i>			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE <i>Select one course from the following:</i>			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS <i>Select one course from the following:</i>			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3
***MAJOR ELECTIVES <i>Select three (3) SHC from the following:</i>			
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 260 Adv Coding Methodologies	2	2	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