MEDICAL OFFICE ADMINISTRATION

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Student Learning Outcomes:

◆ Demonstrate an understanding of the administrative support process and functions and how these influence effective business practices in a medical office or medical setting.

◆ Utilize appropriate technology, techniques, and practices to collect, process, and interpret information for decision making and administrative support in a medical office or medical setting.

◆ Demonstrate professional communication skills to process, manage, and communicate information in a medical office or medical setting.

MEDICAL OFFICE ADMINISTRATION
Medical Billing and Coding
A.A.S. Degree (A25310)
Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
FALL SEMESTER 1						
ACA 115	Success and Study Skills	0	2	0	0	1
CIS 111	Basic PC Literacy *or*	1	2	0	0	2
CIS 110	Introduction to Computers	2	2	0	0	3
ENG 110	Freshman Composition *or*					
ENG 111	Writing and Inquiry	3	0	0	0	3
MED 118	Medical Law & Ethics *or*	2	0	0	0	2
OST 149	Medical Legal Issues	3	0	0	0	3
MED 121	Medical Terminology I	3	0	0	0	3
OST 130	Comprehensive Keyboarding	2	2	0	0	3
	TOTALS	**11**	**6**	**0**	**0**	**14**
SPRING SEMESTER 1						
ENG 115	Oral Communication *or*					
COM 231	Public Speaking	3	0	0	0	3
MED 122	Medical Terminology II	3	0	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 148	Med Insurance & Billing	3	0	0	0	3
OST 164	Office Editing	3	0	0	0	3
	TOTALS	**14**	**2**	**0**	**0**	**15**
FALL SEMESTER 2						
ACC 120	Prin of Financial Accounting	3	2	0	0	4
CTS 130	Spreadsheet	2	2	0	0	3
OST 243	Medical Office Simulation	2	2	0	0	3
OST 247	Procedural Coding	2	2	0	0	3
OST 248	Diagnostic Coding	2	2	0	0	3
	Humanities/Fine Arts Elective	3	0	0	0	3
	TOTALS	**14**	**10**	**0**	**0**	**19**
SPRING SEMESTER 2						
MAT 110	Math Measurement and Literacy	2	2	0	0	3
OST 249	Medical Coding Certification Prep	2	3	0	0	3
OST 260	Advanced Coding Methodology	2	2	0	0	3
OST 280	Electronic Health Records	2	2	0	0	3
OST 288	Med Office Admin Capstone	2	2	0	0	3
	Behavioral/Social Science Elective	3	0	0	0	3
	TOTALS	**13**	**11**	**0**	**0**	**18**
	PROGRAM TOTAL					**66**

MEDICAL OFFICE ADMINISTRATION
Patient Services Representative
A.A.S. Degree (A25310)
Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
FALL SEMESTER 1						
ACA 115	Success and Study Skills	0	2	0	0	1
CIS 111	Basic PC Literacy *or*	1	2	0	0	2
CIS 110	Introduction to Computers	2	2	0	0	3
ENG 110	Freshman Composition *or*					
ENG 111	Writing and Inquiry	3	0	0	0	3
MED 118	Medical Law & Ethics *or*	2	0	0	0	2
OST 149	Medical Legal Issues	3	0	0	0	3
MED 121	Medical Terminology I	3	0	0	0	3
OST 130	Comprehensive Keyboarding	2	2	0	0	3
OST 286	Professional Development	3	0	0	0	3
	TOTALS	**14**	**6**	**0**	**0**	**17**
SPRING SEMESTER 1						
BUS 260	Business Communication	3	0	0	0	3
ENG 115	Oral Communication *or*					
COM 231	Public Speaking	3	0	0	0	3
MED 122	Medical Terminology II	3	0	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 148	Med Insurance & Billing	3	0	0	0	3
OST 164	Office Editing	3	0	0	0	3
	TOTALS	**17**	**2**	**0**	**0**	**18**
FALL SEMESTER 2						
BUS 121	Business Math	2	2	0	0	3
ACC 120	Prin of Financial Accounting	3	2	0	0	4
CTS 130	Spreadsheet	2	2	0	0	3
MKT 223	Customer Service	3	0	0	0	3
OST 243	Medical Office Simulation	2	2	0	0	3
	Humanities/Fine Arts Elective	3	0	0	0	3
	TOTALS	**15**	**8**	**0**	**0**	**19**
SPRING SEMESTER 2						
MAT 110	Math Measurement and Literacy	2	2	0	0	3
OST 280	Electronic Health Records	2	2	0	0	3
OST 288	Med Office Admin Capstone	2	2	0	0	3
	Behavioral/Social Science Elective	3	0	0	0	3
	TOTALS	**9**	**6**	**0**	**0**	**12**
	PROGRAM TOTAL					**66**