

INFORMATION TECHNOLOGY

MEDICAL OFFICE ADMINISTRATION

Medical Office Professional Degree - A25310P

-Online

The Medical Office Professional curriculum prepares individuals for employment as medical administrative office personnel (AAS degree). Students may develop skills in medical office procedures and tasks, along with medical terminology, keyboarding, editing and formatting, office software applications, office computations, records management, medical insurance and billing, medical legal and ethical issues, electronic health records, oral and written communication, critical thinking, team building, and problem solving. The degree may be earned online.

Graduates could qualify for employment opportunities in a variety of medical office positions in medical offices, hospitals, insurance companies, laboratories, medical supply companies, research facilities, and other healthcare organizations. Students may be eligible to sit for industry-recognized certification exams.

Program Sequence

FALL SEMESTER

ENG 111	Writing and Inquiry	3
OST 122	Office Computations.....	3
OST 137	Office Software Applications	3
OST 141	Med Office Terms I.....	3
OST 148	Medical Coding, Billing, and Insurance	3

SPRING SEMESTER

CTS 130	Spreadsheet.....	3
OST 134	Text Entry and Formatting	3
OST 142	Med Office Terms II	3
OST 243	Med Office Simulation.....	3
— —	ENG Elective.....	3

Eligible for Medical Office Professional Certificate (C25310P)

OST-141, OST-148, OST-134, OST-142, CTS-130, OST-243

SUMMER SEMESTER

— —	Social Science Elective.....	3
— —	Humanities / FA Elective.....	3

FALL SEMESTER

OST 136	Word Processing.....	3
OST 164	Office Editing.....	3
OST 184	Records Management	3
OST 286	Professional Development.....	3
— —	OA Elective	3

Eligible for Office Professional Certificate (C25370P): OST-122, OST-137, OST-164, OST-184, OST-134, OST-136

SPRING SEMESTER

OST 149	Medical Legal Issues	3
OST 165	Adv Office Editing	3
OST 288	Medical Office Admin Capstone.....	3
— —	Math/Science Elective.....	3
— —	OA Elective	3

Eligible for Medical Office Professional Diploma (D25310P)

ENG-111, OST-137, OST_141, OST_148, OST-164, OST-134, OST-142, OST-149, OST-243, OST-288, CTS-130, ENG Elective

Graduation Requirements..... 66 Credit Hours

Humanities and Fine Arts Elective

(Choose 3 credit hours from the following courses)

HUM 110	Technology and Society	3
HUM 115	Critical Thinking.....	3

ENG Electives

(Choose 3 credit hours from the following courses)

ENG 114	Professional Research and Reporting.....	3
ENG 112	Writing/Research in the Disc	3
COM 120	Intro Interpersonal Comm.....	3

Social and Behavioral Sciences Electives

(Choose 3 credit hours from the following courses)

PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
PSY 118	Interpersonal Psychology	3

Math/Science Electives

(Choose 3 credit hours from the following courses)

MAT 110	Math Measurement & Literacy	3
BIO 161	Intro to Human Biology.....	3

Medical Office Professional Electives

(Choose 6 credit hours from the following courses)

CTS 230	Advanced Spreadsheet.....	3
HMT 110	Intro to Healthcare Mgt.....	3
HMT 211	Long-Term Care Admin.....	3
HMT 212	Mgt of Healthcare Org	3
OST 247	Procedure Coding	3
OST 248	Diagnostic Coding	3
WBL 111	Work-Based Learning I*	1
WBL 112	Work-Based Learning I.....	2
WBL 113	Work-Based Learning I.....	3
WBL 121	Work-Based Learning II*	1
WBL 122	Work-Based Learning II.....	2
WBL 131	Work-Based Learning III.....	1

*Work-Based Learning is an elective. WBL courses completed for one program may not count toward the completion of another program. For verification of WBL course work, please contact your academic advisor and/or your departmental Work-Based Learning faculty coordinator. Students must have approval from the Department Head and pre-register with the Work-Based Learning Office. The Work-Based Learning work period may be taken over one semester as WBL 113, or two semesters as WBL 111 and WBL 122, or two semesters as WBL 112 and WBL 131, or three semesters as WBL 111, WBL 121, and WBL 131.

Medical Office Professional Diploma - D25310P

-Online

The Medical Office Professional Diploma is designed for the individual entering, upgrading, or retraining in the medical office field. Students may develop skills in medical terminology, keyboarding and formatting, office software applications, medical office procedures, medical insurance and billing, medical legal and ethical issues, electronic health records, oral and written communication, editing, critical thinking, team building, and problem solving. The diploma may be earned online.

Graduates could qualify for employment opportunities in medical offices, healthcare facilities, insurance billing offices, labs, and medical equipment manufacturers. Students may be eligible to take industry-recognized certification exams.

Program Sequence

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FALL SEMESTER

ENG 111	Writing and Inquiry	3
OST 137	Office Applications I	3
OST 141	Med Office Terms I	3
OST 148	Medical Ins & Billing	3
OST 164	Office Editing	3

SPRING SEMESTER

OST 134	Text Entry & Formatting	3
OST 142	Med Office Terms II	3
OST 149	Medical Legal Issues	3
OST 243	Med Office Simulation	3
OST 288	Medical Office Admin Capstone	3

SUMMER SEMESTER

___	ENG Elective	3
CTS 130	Spreadsheet	3

Eligible for Medical Office Professional Certificate (C25310P)

OST-141, OST-148, OST-134, OST-142, CTS-130, OST-243

Graduation Requirements 36 Credit Hours

ENG Electives

(Choose 3 credit hours from the following courses)

ENG 114	Professional Research and Reporting	3
ENG 112	Writing/Research in the Disc	3
COM 120	Intro Interpersonal Comm	3

Medical Office Professional Certificate – C25310P

-Online

This certificate provides the medical and computer skills necessary for entry-level employment in medical settings. The certificate may be earned online.

FALL SEMESTER

OST 141	Med Office Terms I	3
OST 148	Medical Ins & Billing	3
OST 134	Text Entry & Formatting	3

SPRING SEMESTER

OST 142	Med Office Terms II	3
CTS 130	Spreadsheet	3
OST 243	Med Office Simulation	3

Graduation Requirements 18 Credit Hours

Medical Billing and Coding Degree - A25310B

-Online

Medical Office Administration has a concentration in Medical Billing and Coding (AAS degree). Students may develop skills in medical coding and auditing, along with medical terminology, keyboarding, editing and formatting, office software applications, office computations, medical office procedures, medical insurance and billing, medical legal and ethical issues, electronic health records, oral and written communication, critical thinking, team building; and problem solving. The degree may be earned online.

Graduates could qualify for employment opportunities in medical offices; healthcare facilities including hospitals, nursing homes, and rehabilitation centers; insurance billing offices; and laboratories. Students may be eligible to take industry-recognized certification exams.

Program Sequence

FALL SEMESTER

ENG 111	Writing and Inquiry	3
OST 122	Office Computations	3
OST 137	Office Software Applications	3
OST 141	Med Office Terms I	3
OST 148	Medical Coding, Billing, and Insurance	3

SPRING SEMESTER

CTS 130	Spreadsheet	3
OST 134	Text Entry and Formatting	3
OST 142	Med Office Terms II	3
OST 243	Med Office Simulation	3
___	ENG Elective	3

Eligible for Medical Office Professional Certificate (C25310P)

OST-141, OST-148, OST-134, OST-142, CTS-130, OST-243

SUMMER SEMESTER

OST 247	Procedure Coding	3
OST 248	Diagnostic Coding	3

FALL SEMESTER

OST 164	Office Editing	3
OST 286	Professional Development	3
OST 249	Med Coding Certification Prep	3
___	HUM/FA Elective	3
___	OA Elective	3

SPRING SEMESTER

OST 149	Medical Legal Issues	3
OST 288	Medical Office Admin Capstone	3
OST 260	Adv Coding Methodologies	3
___	Math/Science Elective	3
___	Social Science Elective	3

Eligible for Medical Office Professional Diploma (D25310P)

ENG-111, OST-137, OST-141, OST-148, OST-164, OST-134, OST-142, OST-149, OST-243, OST-288, CTS-130, ENG Elective

Graduation Requirements 66 Credit Hours

Humanities and Fine Arts Elective

(Choose 3 credit hours from the following courses)

HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3

ENG Electives

(Choose 3 credit hours from the following courses)

ENG 114	Professional Research and Reporting	3
ENG 112	Writing/Research in the Disc	3
COM 120	Intro Interpersonal Comm	3

Social and Behavioral Sciences Electives

(Choose 3 credit hours from the following courses)

PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
PSY 118	Interpersonal Psychology	3

Math/Science Electives

(Choose 3 credit hours from the following courses)

MAT 110	Math Measurement & Literacy	3
BIO 161	Intro to Human Biology	3

Medical Billing and Coding Electives

(Choose 3 credit hours from the following courses)

CTS 230	Advanced Spreadsheet	3
HMT 110	Intro to Healthcare Mgt	3
OST 145	Social Media for Office Prof	3
WBL 111	Work-Based Learning I	1

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WBL 112	Work-Based Learning I	2
WBL 113	Work-Based Learning I	3
WBL 121	Work-Based Learning II	1
WBL 122	Work-Based Learning II	2
WBL 131	Work-Based Learning III	1

Healthcare Administration Degree - A25310H

-Online

Medical Office Administration has a concentration in Healthcare Administration (AAS degree). Students may develop skills in healthcare administration and human resources management, along with medical terminology, keyboarding, editing and formatting, office software applications, office computations, medical office procedures, medical insurance and billing, medical legal and ethical issues, electronic health records, oral and written communication, critical thinking, team building, and problem solving. The degree may be earned online.

Graduates could qualify for employment opportunities in medical offices; healthcare facilities including hospitals, nursing homes, and rehabilitation centers; medical supply companies; research facilities; and pharmaceutical companies. Students may be eligible to take industry-recognized certification exams.

Program Sequence

FALL SEMESTER

ENG 111	Writing and Inquiry	3
HMT 110	Intro to Healthcare Mgmt.....	3
OST 137	Office Applications I	3
OST 141	Med Office Terms I.....	3
OST 148	Medical Ins & Billing.....	3

SPRING SEMESTER

CTS 130	Spreadsheet.....	3
OST 134	Text Entry and Formatting	3
OST 142	Med Office Terms II	3
OST 243	Med Office Simulation.....	3
___	ENG Elective.....	3

Eligible for Medical Office Professional Certificate (C25310P)

OST-141, OST-148, OST-134, OST-142, CTS-130, OST-243

SUMMER SEMESTER

___	Social Science Elective.....	3
___	HUM/FA Elective.....	3

FALL SEMESTER

ACC 120	Prin of Financial Accounting	4
BUS 153	Human Resource Mgmt.....	3
OST 164	Office Editing.....	3
OST 286	Professional Development.....	3
___	OA Elective	3

SPRING SEMESTER

HMT 211	Long Term Care Admin.....	3
HMT 212	Mgmt of Healthcare Org.....	3
OST 149	Medical Legal Issues	3
OST 288	Medical Office Admin Capstone.....	3
___	Math/Science Elective.....	3

Eligible for Medical Office Professional Diploma (D25310P)

ENG-111, OST-137, OST-141, OST-148, OST-164, OST-134, OST-142, OST-149, OST-243, OST-288, CTS-130, ENG Elective

Graduation Requirements 66 Credit Hours

Humanities and Fine Arts Elective

(Choose 3 credit hours from the following courses)

HUM 110	Technology and Society	3
HUM 115	Critical Thinking.....	3

ENG Electives

(Choose 3 credit hours from the following courses)

ENG 114	Professional Research and Reporting.....	3
ENG 112	Writing/Research in the Disc	3
COM 120	Intro Interpersonal Comm.....	3

Math/Science Electives

(Choose one – 3 credit hours)

MAT 110	Math Measurement & Literacy	3
BIO 161	Intro to Human Biology.....	3

Social Sciences Electives

(Choose 3 credit hours from the following courses)

PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
PSY 118	Interpersonal Psychology.....	3

Healthcare Administration Electives

(Choose 3 credit hours from the following courses)

CTS 230	Advanced Spreadsheet.....	3
OST 247	Procedure Coding	3
OST 248	Diagnostic Coding	3
WBL 111	Work-Based Learning I.....	1
WBL 112	Work-Based Learning I.....	2
WBL 113	Work-Based Learning I.....	3
WBL 121	Work-Based Learning II.....	1
WBL 122	Work-Based Learning II.....	2
WBL 131	Work-Based Learning III.....	1