

Technical and Vocational Programs

A 25 31 0 MO Medical Office Administration – Associate in Applied Science

A 25 31 0 MO Medical Office Administration – Diploma

C 25 31 0 PR Patient Representative Certificate

CONCENTRATION OVERVIEW

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.

Upon completion of this concentration, graduates will be able to find employment opportunities available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.



Student Learning Outcomes – Upon completion of the program, students will:

1. Utilize appropriate technology relevant to a healthcare environment to complete basic administrative tasks.
2. Manage administrative projects in the healthcare environment while communicating effectively in oral and written formats.
3. Perform administrative duties to include: answer telephone, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admissions, laboratory services admissions, and basic bookkeeping.
4. Demonstrate knowledge and basic skills in applying ethical/legal principles in the delivery of care.

Partnership: N/A

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First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
MED 110 Orientation to Medical Assisting	Prerequisite: ENG 002 Tier 1	1			1	1
MED 121 Medical Terminology I	Pre-Requisites: ENG 002 Tier 1	3			3	3
MED 130 Admin. Office Procedures I	Prerequisite: enrollment in the Medical Assisting or Medical Office Administration program	1	2		3	2
MED131 Admin Office Procedures II	Prerequisite: MED130	1	2		3	2
ENG 111 Expository Writing	P=ENG 002 Tier 1 C=ENG 011	3			3	3
CIS 111 Basic PC Literacy (Will accept CIS 110)	Prerequisites: None	1	2		3	2
OST 148 Medical Insurance and Billing	Prerequisites: None	3			3	3
TOTAL SEMESTER HOURS		13	6		19	16
First Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
BIO 163 Basic Anat. & Physiology	Prerequisites: ENG 002 Tier 1, and either BIO 090 or high school Biology	4	2		6	5
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
MED 118 Medical Law & Ethics	Prerequisite: ENG 002 Tier 1	1	2		3	2
CTS 115 Info Sys Business Concepts	Pre-Requisites: ENG 002 Tier 1	3			3	3
OST 164 Office Editing	Pre-Requisites: none	3			3	5
TOTAL SEMESTER HOURS		14	4		18	16
First Year Summer Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
PSY 150 General Psychology	Prerequisite: ENG 002 Tier 1	3			3	3
BUS151 People Skills	Prerequisites: None	3			3	3
TOTAL SEMESTER HOURS		6			6	6
Total Degree Hours – Diploma						38