

## Technical and Vocational Programs

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

### D 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**

\*This program offers a [Career and College Promise pathway \(CCP\) C25310H](#). Courses within the pathway are highlighted in yellow.

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

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	Pre-Requisites: ENG 025	1			1	1
<b>MED 121 Medical Terminology I</b>	Pre-Requisites: ENG 025	3			3	3
MED 130 Admin. Office Procedures I	Pre-Requisites: Enrollment in the Medical Assisting or Medical Office Administration program	1	2		3	2
MED 131 Admin Office Procedures II	Pre-Requisites: MED130	1	2		3	2
ENG 111 Writing & Inquiry	Pre-Requisites: ENG 025	3			3	3
BIO 163 Basic Anat. & Physiology	Pre-Requisites: ENG 025 and either BIO 090 or one unit of HS Biology	4	2		6	5
<b>TOTAL SEMESTER HOURS</b>		<b>13</b>	<b>6</b>		<b>19</b>	<b>16</b>
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
ENG 112 Writing/Research in the Disciplines	Pre-Requisites: ENG 111	3			3	3
<b>MED 122 Medical Terminology II</b>	Pre-Requisites: MED 121	3			3	3
<b>CIS 111 Basic PC Literacy</b>	Pre-Requisites: ENG 025 or MAT 025	1	2		3	2
<b>MED 118 Medical Law &amp; Ethics</b>	Pre-Requisites: ENG 025	2			2	2
<b>OST 164 Office Editing</b>	Pre-Requisites: None	3			3	5
OST 247 Procedure Coding	Pre-Requisites: MED 121 or OST 141	2	2		4	3
<b>TOTAL SEMESTER HOURS</b>		<b>14</b>	<b>4</b>		<b>18</b>	<b>16</b>

<b>Second Year Fall Semester Course Number and Title</b>	<b>Pre-Requisites and Co-Requisites</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Total Contact Hours</b>	<b>Total Credit Hours</b>
MAT 143 Quantitative Literacy	Pre-Requisites: ENG 025 and MAT 025 Co-Requisites: None	2	2		4	3
OST 148 Medical Insurance and Billing	Pre-Requisites: None	3			3	3
CTS 115 Info Sys Business Concepts	Pre-Requisites: ENG 025	3			3	3
<b>BUS 151 People Skills</b>	Pre-Requisites: None	3			3	3
OST 136 Word Processing	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
OST 248 Diagnostic Coding	Pre-Requisites: MED 121 or OST 141	2	2		4	3
<b>TOTAL SEMESTER HOURS</b>		<b>15</b>	<b>4</b>		<b>21</b>	<b>18</b>
<b>Second Year Spring Semester Course Number and Title</b>	<b>Pre-Requisites and Co-Requisites</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Total Contact Hours</b>	<b>Total Credit Hours</b>
OST 249 Med Coding Certification Prep	Pre-Requisites: OST 247 and OST 248	2	3		5	3
Humanities/Fine Arts elective (PHI 240 or HUM 115 are recommended)	Pre-Requisites: Varies	3			3	3
BUS 137 Principles of Management	Pre-Requisites: BUS 110 or MED 131 or CTS 115	3			3	3
CTS 130 Spreadsheet OR WBL 111 Work-Based Learning	Pre-Requisites for CTS 130: CIS 110 or CIS 111 or OST 137 Pre-Requisites for WBL: None	2-0	2-0	0-10	4-10	3-1
WBL 110 World of Work	Pre-Requisites: None	1			1	1
PSY 150 General Psychology	Pre-Requisites for PSY 150: ENG 025	3			3	3
<b>TOTAL SEMESTER HOURS</b>		<b>12-14</b>	<b>3-5</b>	<b>0-10</b>	<b>19-25</b>	<b>14-16</b>
<b>TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE</b>						<b>64-66</b>

## D 25 31 0 MO Medical Office Administration – Diploma

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	Pre-Requisites: ENG 025	1			1	1
MED 121 Medical Terminology I	Pre-Requisites: ENG 025	3			3	3
MED 130 Admin. Office Procedures I	Pre-Requisites: Enrollment in the Medical Assisting or Medical Office Admin. program	1	2		3	2
MED 131 Admin Office Procedures II	Pre-Requisites: MED130	1	2		3	2
ENG 111 Writing & Inquiry	Pre-Requisites: ENG 025	3			3	3
CIS 111 Basic PC Literacy	Pre-Requisites: ENG 025 or MAT 025	1	2		3	2
OST 148 Medical Insurance and Billing	Pre-Requisites: None	3			3	3
<b>TOTAL SEMESTER HOURS</b>		<b>13</b>	<b>6</b>		<b>19</b>	<b>16</b>
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	Pre-Requisites: ENG 025 and either BIO 090 or one unit of HS Biology	4	2		6	5
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
MED 118 Medical Law & Ethics	Pre-Requisites: ENG 025	1	2		3	2
CTS 115 Info Sys Business Concepts	Pre-Requisites: ENG 025	3			3	3
OST 164 Office Editing	Pre-Requisites: None	3			3	5
<b>TOTAL SEMESTER HOURS</b>		<b>14</b>	<b>4</b>		<b>18</b>	<b>16</b>
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	Pre-Requisites: ENG 025	3			3	3
BUS 151 People Skills	Pre-Requisites: None	3			3	3
<b>TOTAL SEMESTER HOURS</b>		<b>6</b>			<b>6</b>	<b>6</b>
<b>Total Degree Hours – Diploma</b>						<b>38</b>

## C 25 31 0 PR Patient Representative Certificate

First Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
CIS 111 Basic PC Literacy	Pre-Requisites: ENG 025 or MAT 025	3			2	2
MED 121 Medical Terminology I	Pre-Requisites: ENG 025	3			3	3
MED 130 Admin. Office Procedures I	Pre-Requisites: Enrollment in the Medical Assisting or Medical Office Administration program	1	2		3	2
BUS 151 People Skills	Pre-Requisites: CIS 110 or CIS 111	3			3	3
<b>TOTAL SEMESTER HOURS</b>		<b>10</b>	<b>2</b>		<b>11</b>	<b>10</b>
Second Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
MED 118 Medical Law & Ethics	Pre-Requisites: ENG 025	1	2		3	3
OST 164 Office Editing	Pre-Requisites: None	3			3	3
<b>TOTAL SEMESTER HOURS</b>						<b>9</b>
<b>TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE</b>						<b>18</b>