

Technical and Vocational Programs

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

C 25 31 0 PR Patient Representative Certificate

CONCENTRATION OVERVIEW

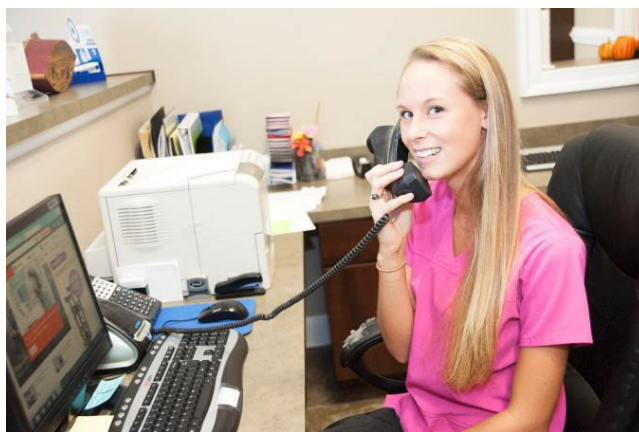
This curriculum prepares individuals for employment in medical and other health-care related offices. Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will 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.

Partnership: N/A



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A 25 31 0 MO Medical Office Administration – A.A.S.

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
ENG 111 Writing & Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
CIS 110 Introduction to Computers OR CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for CIS 111: none	1-2	2		3-4	2-3
BUS 151 People Skills	Pre-Requisites: none	3			3	3
MED 121 Medical Terminology I	Pre-Requisites: ENG 002 Tier 1	3			3	3
HBI 110 Issues and Trends in HBI	Pre-Requisites: none	3			3	3
OST 148 Medical Ins & Billing	Pre-Requisites: none	3			3	3
TOTAL SEMESTER HOURS						17-18
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
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
OST 149 Medical Legal Issues	Pre-Requisites: none	3			3	3
ART 111 Art Appreciation OR MUS 110 Music Appreciation	Pre-Requisites: none	3			3	3
CTS 130 Spreadsheet OR WBL 112, WBL 122, WBL 132, Work-Based Learning	Pre-Requisites for CTS 130: CIS 110 or CIS 111 Pre-Requisites for WBL: none	0-2	0-2		4-20	2-3
OST 164 Office Editing	Pre-requisites: none	3			3	3
TOTAL SEMESTER HOURS						17-18

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A 25 31 0 MO Medical Office Administration – A.A.S.

Second Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
OST 248 Diagnostic Coding	Pre-Requisites: MED 121 or OST 141	2	2		4	3
PSY 150 General Psychology OR SOC 210 Intro to Sociology	Pre-Requisites for PSY 150: ENG 002 Tier 1 Pre-Requisites for SOC 210: ENG 002 Tier 1	3			3	3
OST 136 Word Processing	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
BIO 163 Basic Anatomy & Physiology	Pre-Requisites: ENG 002 Tier 1, and either BIO 090 or high school biology	4	2		6	5
OST 281 Emerging Issues in the Medical Office	Pre-Requisites: none	3			3	3
WBL 110 World of Work	Pre-Requisites: none	1			1	1
TOTAL SEMESTER HOURS						18
Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
OST 247 Procedure Coding	Pre-Requisites: MED 121 or OST 141	2	2		4	3
OST 288 Medical Office Admin Capstone	Pre-Requisites: HMT 210 or OST 148	2	2		4	3
OST 236 Advanced Word Processing	Pre-Requisites: OST136	2	2		4	3
MAT 143 Quantitative Literacy	Pre-Requisites: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites: MAT 043	2	2		4	3
ACC 120 Prin of Financial Accounting OR WBL 112, WBL 122, WBL 132, Work-Based Learning	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for WBL: none	0-3	0-2		5-20	2-4
TOTAL SEMESTER HOURS						14-16
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						66-70

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
MED 121 Medical Terminology I	Pre-Requisites: ENG 002 Tier 1	3			3	3
CIS 110 Introduction to Computers OR CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for CIS 111: none	1-2	2		3-4	2-3
BUS 151 People Skills	Pre-requisites: none	3			3	3
TOTAL SEMESTER HOURS						8-9
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
OST 149 Medical Legal Issues	Pre-Requisites: none	3			3	3
OST 164 Office Editing	Pre-Requisites: none	3			3	3
TOTAL SEMESTER HOURS						9
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						17-18