

COMPUTER TECHNOLOGIES

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 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 is available online.

Graduates should 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

FIRST 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

SECOND 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

THIRD 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

FOURTH SEMESTER

OST 149	Medical Legal Issues	3
OST 165	Adv Office Editing	3
OST 288	Medical Office Admin Capstone	3
MAT 110	Math Measurement & Literacy	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

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

OA Electives

(Choose 6 credit hours from the following courses)

BUS 153	Human Resource Management	3
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 132	Keyboard Skill Building	2
OST 135	Adv Text Entry and Formatting	3
OST 153	Office Finance Solutions	3
OST 236	Adv Word Processing	3
OST 247	Procedure Coding	3
OST 248	Diagnostic Coding	3
OST 260	Adv Coding Methodologies	3
OST 264	Medical Auditing	3
WBL 111	Work-Based Learning I*	1
WBL 121	Work-Based Learning II*	1
WBL 112	Work-Based Learning I*	2

* 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 112, or two semesters as WBL 111 and WBL 121.

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 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 is available online.

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

Program Sequence

FIRST 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

COMPUTER TECHNOLOGIES

OST 164 Office Editing..... 3

SECOND 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 Spreadsheets..... 3

Eligible for Medical Office Professional Certificate (C25310P)

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

Graduation Requirements36 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

Medical Office Professional Certificate – C25310P

-Online

This certificate provides the medical and computer skills necessary for entry-level employment in medical settings. The certificate is available online.

FIRST SEMESTER

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

SECOND SEMESTER

OST 142 Med Office Terms II 3
CTS 130 Spreadsheets..... 3
OST 243 Med Office Simulation 3

Graduation Requirements18 Credit Hours

Medical Billing and Coding Degree - A25310B

-Online

Medical Office Administration has a new concentration in Medical Billing and Coding (AAS degree). Students 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 is available online.

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

Program Sequence

FIRST 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

SECOND 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

THIRD SEMESTER

OST 164 Office Editing..... 3
OST 286 Professional Development 3
OST 260 Adv Coding Methodologies 3
— — HUM/FA Elective 3
— — OA Elective 3

FOURTH SEMESTER

OST 149 Medical Legal Issues..... 3
OST 264 Medical Auditing 3
OST 288 Medical Office Admin Capstone..... 3
MAT 110 Math Measurement & Literacy 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

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

OA Electives

(Choose 3 credit hours from the following courses)

BUS 153 Human Resource Management..... 3
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 132 Keyboard Skill Building..... 2
OST 135 Adv Text Entry and Formatting 3
OST 136 Word Processing 3
OST 153 Office Finance Solutions 3
OST 165 Adv Office Editing..... 3
OST 184 Records Management..... 3
OST 236 Adv Word Processing 3
WBL 111 Work-Based Learning I..... 1
WBL 121 Work-Based Learning II..... 1
WBL 112 Work-Based Learning I..... 2

COMPUTER TECHNOLOGIES

Healthcare Administration Degree - A25310H

-Online

Medical Office Administration has a new concentration in Healthcare Administration (AAS degree). Students 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 is available online.

Graduates should 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 are eligible to take industry-recognized certification exams.

Program Sequence

FIRST SEMESTER

ENG 111	Writing and Inquiry	3
OST 122	Office Computations	3
OST 137	Office Applications I	3
OST 141	Med Office Terms I	3
OST 148	Medical Ins & Billing	3

SECOND 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

THIRD SEMESTER

BUS 153	Human Resource Mgmt	3
HMT 110	Intro to Healthcare Mgmt	3
OST 164	Office Editing	3
OST 286	Professional Development	3
— —	OA Elective	3

FOURTH 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
MAT 110	Math Measurement & Literacy	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

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

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

OA Electives

(Choose 3 credit hours from the following courses)

CTS 230	Advanced Spreadsheet	3
OST 132	Keyboard Skill Building	2
OST 135	Adv. Text Entry and Formatting	4
OST 136	Word Processing	3
OST 153	Office Finance Solutions	2
OST 165	Adv Office Editing	3
OST 184	Records Management	3
OST 233	Desktop Publishing	3
OST 236	Adv Word Processing	3
OST 247	Procedure Coding	3
OST 248	Diagnostic Coding	3
OST 260	Adv Coding Methodologies	3
OST 264	Medical Auditing	3
WBL 111	Work-Based Learning I	1
WBL 121	Work-Based Learning II	1
WBL 112	Work-Based Learning I	2

Humanities and Fine Arts Elective

(Choose 3 credit hours from the following courses)