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.

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.

Program Sequence

FIRS'	T SEME			
ENG		Writing and Inquiry		
OST		Office Computations		
OST	137	Office Software Applications		
OST	141	Med Office Terms I		
OST	148	Medical Coding, Billing, and Insurance		
SECO	OND SE	MESTER		
		ENG Elective		
CTS		Spreadsheet		
OST	-	Text Entry and Formatting		
OST		Med Office Terms II		
OST	243	Med Office Simulation		
	Eligible for Medical Office Professional Certificate (C25310P) 0ST-141, 0ST-148, 0ST-134, 0ST-142, CTS-130, 0ST-243			
SUMI	MER SE	EMESTER		
		Social Science Elective		
		Humanities / FA Elective		
TUID	D SEMI	CCTCD		
OST	_			
OST		Word Processing		
OST	-	Office Editing		
OST	-	Records Management		
031		Professional Development		
		OA Elective		
		Office Professional Certificate (C25370P): OST-122, ST-164, OST-184, OST-134, OST-136		
FOUF	RTH SE	MESTER		
OST	149	Medical Legal Issues		
OST	165	Adv Office Editing		

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				
	and Fine Arts Elective edit hours from the following courses) Art Appreciation			
Mathematics (Choose 3 cre MAT 110 BIO 110	Electives edit hours from the following courses) Mathematical Measurement			
ENG 114 ENG 112 COM 120	edit hours from the following courses) Professional Research and Reporting			
	ehavioral Sciences Electives edit hours from the following courses) General Psychology			
	OA Electives (Choose 6 credit hours from the following courses)			
ACC 120 BUS 153 CTS 230 HMT 110 HMT 211 HMT 212 OST 132 OST 135 OST 138 OST 233 OST 233 OST 236 OST 241 OST 247 OST 248 OST 260 OST 264 OST 284 WBL 111 WBL 111 WBL 112 Graduation F	Prin of Financial Accounting 4 Human Resource Management 3 Advanced Spreadsheet 3 Intro to Healthcare Mgt 3 Long-Term Care Admin 3 Mgt of Healthcare Org 3 Keyboard Skill Building 2 Adv Text Entry and Formatting 3 Office Applications II 3 Office Finance Solutions 3 Desktop Publishing 3 Adv Word Processing 3 Office Transcription I 3 Procedure Coding 3 Diagnostic Coding 3 Adv Coding Methodologies 3 Medical Auditing 3 Emerging Technologies 2 Work-Based Learning I 1 Work-Based Learning II 1 Work-Based Learning II 1 Work-Based Learning II 2 Requirements 66 Credit Hours			
Medical Office Professional Diploma - D25310P				

OA Elective......3

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

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offices, healthcare facilities, insurance billing offices, labs, and
medical equipment manufacturers. Students are eligible to take
industry-recognized certification exams.

Program Sequence

FIRST	SEME	STER	
ENG 1	111	Writing and Inquiry	3
OST 1	-	Office Applications I	
OST 1		Med Office Terms I	
OST 1		Medical Ins & Billing	
OST 1	164	Office Editing	3
SECON		MESTER	
	134	Text Entry & Formatting	3
OST 1		Med Office Terms II	
OST 1	-	Medical Legal Issues	
OST 2		Med Office Simulation	-
OST 2	288	Medical Office Admin Capstone	3
SUMM	ER SE	MESTER	
		ENG Elective	
CTS 1	130	Spreadsheet	3
		Medical Office Professional Certificate (C25310P) ST-148, OST-134, OST-142, CTS-130, OST-243	
ENG E	lective	98	
(Choos		edit hours from the following courses)	
ENG 1	114	Professional Research and Reporting	3
ENG 1		Writing/Research in the Disc	3
COM 1	120	Intro Interpersonal Comm	3
Gradua	ation F	Requirements36 Credit Hour	s
Medical Billing and Coding Degree - A25310B			

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

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				
		ENG Elective	. 3	
CTS		Spreadsheet	. 3	
OST	134	Text Entry and Formatting	. 3	
OST		Text Entry and Formatting Med Office Terms II		
	142	, ,	. 3	

ENG 111 Writing and Inquiry3

Eligible for Medical Office Professional Certificate (C25310P) OST-141, OST-148, OST-134, OST-142, CTS-130, OST-243

OST-141, OST-148, OST-134, OST-142, CTS-130, OST-243			
	3		
OST 286 Professional Development 260 Adv Coding Method HUM/FA Elective			
OST 264 Medical Auditing OST 288 Medical Office Adm MAT/Science Elect Social Science Elect	es		
Eligible for Medical Office Prof ENG-111, OST-137, OST-141, O 142, OST-149, OST-243, OST-20	ST-148, OST-164, OST-134, OST-		
HUM 110 Technology and Sc			
	ollowing courses) surement		
	ollowing courses) arch and Reporting		
SOC 210 Introduction to Soci			
(Choose 3 credit hours from the f	ollowing courses)		
BUS 153 Human Resource National CTS 230 Advanced Spreads HMT 110 Intro to Healthcare HMT 211 Long-Term Care At HMT 212 Mgt of Healthcare COST 132 Keyboard Skill Buil OST 135 Adv Text Entry and OST 136 Word Processing OST 138 Office Applications OST 153 Office Finance Solic OST 233 Desktop Publishing OST 236 Adv Word Process OST 241 Medical Office Trar OST 247 Procedure Coding OST 284 Emerging Technolc WBL 111 Work-Based Learn WBL 121 Work-Based Learn	accounting 4 Management 3 heet 3 Mgt 3 dmin 3 Drg 3 ding 2 Formatting 3 II 3 stitions 3 ing 3 ascription I 3 aggies 3 ing I 1 ing II 1		
	ing I		

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ENG Electives (Choose 3 credit hours from the following courses)			
ENG 114 Professional Research and Reporting3			
ENG 112 Writing/Research in the Disc			
COM 120 Intro Interpersonal Comm3			
Social Sciences Electives			
(Choose 3 credit hours from the following courses)			
PSY 150 General Psychology3			
SOC 210 Introduction to Sociology3			
HIS 111 World Civilizations I			
OA Electives			
(Choose 3 credit hours from the following courses)			
ACC 120 Prin of Financial Accounting4			
CTS 230 Advanced Spreadsheet3			
OST 132 Keyboard Skill Building2			
OST 135 Adv. Text Entry and Formatting4			
OST 136 Word Processing3			
OST 138 Office Applications II3			
OST 153 Office Finance Solutions2			

and rehabilitation centers; medical supply companies; research	ACC 120	Prin of Financial Accounting	4
facilities; and pharmaceutical companies. Students are eligible to	CTS 230	Advanced Spreadsheet	3
take industry-recognized certification exams.	OST 132	Keyboard Skill Building	
tane madely recognized commodition exame.	OST 135	Adv. Text Entry and Formatting	4
Program Sequence	OST 136	Word Processing	
1 rogram ocquerioc	OST 138	Office Applications II	3
FIRST SEMESTER	OST 153	Office Finance Solutions	
	OST 165	Adv Office Editing	3
ENG 111 Writing and Inquiry	OST 184	Records Management	3
OST 137 Office Applications I	OST 233	Desktop Publishing	
OST 141 Med Office Terms I	OST 236	Adv Word Processing	3
OST 148 Medical Ins & Billing	OST 241	Medical Office Transcription I	3
OST 140 Wedical IIIS & Dilling	OST 247	Procedure Coding	3
SECOND SEMESTER	OST 248	Diagnostic Coding	
ENG Elective3	OST 260	Adv Coding Methodologies	3
CTS 130 Spreadsheet	OST 264	Medical Auditing	
OST 134 Text Entry and Formatting	OST 284	Emerging Technologies	2
OST 142 Med Office Terms II	WBL 111	Work-Based Learning I	1
OST 243 Med Office Simulation	WBL 121	Work-Based Learning II	1
OCT 240 Wica Office difficiation	WBL 112	Work-Based Learning I	2
Eligible for Medical Office Professional Certificate (C25310P) OST-141, OST-148, OST-134, OST-142, CTS-130, OST-243	Graduation	Requirements 66 Cred	lit Hours

OST	148	Medical Ins & Billing	. 3
SECO	OND SE	MESTER	
	_	ENG Elective	
CTS	130	Spreadsheet	. 3
OST		Text Entry and Formatting	
	142	Med Office Terms II	
OST	243	Med Office Simulation	. 3
		Medical Office Professional Certificate (C25310P) ST-148, OST-134, OST-142, CTS-130, OST-243	
SUMI	MER SE	EMESTER	
		Social Science Elective	. 3
		HUM/FA Elective	. 3
THIR	D SEMI	FSTER	
	153	Human Resource Mgmt	3
HMT		Intro to Healthcare Mgmt	. 3
	164	Office Editing	
OST	286	Professional Development	. 3
		OA Elective	
FOLIE	RTH SE	MESTER	
HMT		Long Term Care Admin	3
HMT		Mgmt of Healthcare Org	
OST		Medical Legal Issues	
OST	288	Medical Office Admin Capstone	
		MAT/Science Elective	. 3
Fliait	hle for l	Medical Office Professional Diploma (D25310P)	
		ST-137, OST-141, OST-148, OST-164, OST-134, OS	т-
		19, OST-243, OST-288, CTS-130, ENG Elective	•
		and Fine Arts Elective	
		edit hours from the following courses)	_
ART	110	Art AppreciationTechnology and Society	. პ
HUM		Critical Thinking	. ა ა
ПОІ	113	Childa Hilliking	. J
Math	and So	cience Electives	
(Choo	ose 3 cr	edit hours from the following courses)	
MAT		Mathematical Measurement	
BIO	110	Principles of Biology	. 4