### **COMPUTER TECHNOLOGIES**

# MEDICAL OFFICE ADMINISTRATION

## Medical Office Professional Degree - A25310P

The Medical Office Professional curriculum prepares individuals for employment as medical administrative office personnel (AAS degree). Students may 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 may be earned online.

Graduates could 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 S ENG 11 OST 12 OST 13 OST 14 OST 14	22 Office Computations				
SECONI CTS 13 OST 13 OST 14 OST 24	Text Entry and Formatting				
	for Medical Office Professional Certificate (C25310P) 1, OST-148, OST-134, OST-142, CTS-130, OST-243				
SUMME	R SEMESTER				
	Social Science Elective				
THIRD S OST 13 OST 16 OST 18 OST 28	Office Editing				
Eligible for Office Professional Certificate (C25370P): OST-122, OST-137, OST-164, OST-184, OST-134, OST-136					
OST 14 OST 16 OST 28 MAT 11	5       Adv Office Editing       3         8       Medical Office Admin Capstone       3         0       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					

		and Fine Arts Elective edit hours from the following courses)
HUM		Technology and Society
ПОІИ	115	Childai Thinking3
	Elective	
(Choo	se 3 cre	edit hours from the following courses)
ENG	114	Professional Research and Reporting3
ENG	112	Writing/Research in the Disc3
		sehavioral Sciences Electives
(Choo	se 3 cre	edit hours from the following courses)
PSY		General Psychology3
SOC	210	Introduction to Sociology3
PSY		Interpersonal Psychology3
OA E	ectives	<b>S</b>
(Choo	se 6 cre	edit hours from the following courses)
BUS	153	Human Resource Management3
CTS	230	Advanced Spreadsheet3
HMT	110	Intro to Healthcare Mgt3
HMT	211	Long-Term Care Admin3
HMT	212	Mgt of Healthcare Org3
OST	132	Keyboard Skill Building2
OST	135	Adv Text Entry and Formatting3
OST	153	Office Finance Solutions3
OST	236	Adv Word Processing3
OST	247	Procedure Coding3
OST	248	Diagnostic Coding3
OST	260	Adv Coding Methodologies3
OST	264	Medical Auditing3
WBL	111	Work-Based Learning I*1
WBL	121	Work-Based Learning II*1
WBL	112	Work-Based Learning I*
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\* 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 may 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 may be earned online.

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

#### **Program Sequence**

### **FIRST SEMESTER**

ENG	111	Writing and Inquiry	3
		Office Applications I	
		Med Office Terms I	
OST	148	Medical Ins & Billing	.3

## **COMPUTER TECHNOLOGIES**

OST 164	Office Editing3	OST	148	Medical Coding, Billing, and Insurance	3
SECOND SE	EMESTER	SEC	OND S	EMESTER	
OST 134	Text Entry & Formatting	CTS		Spreadsheet	3
OST 142	Med Office Terms II	OST		Text Entry and Formatting	
OST 149	Medical Legal Issues3	OST		Med Office Terms II	3
OST 243	Med Office Simulation	OST		Med Office Simulation	
OST 288		031			
US1 200	Medical Office Admin Capstone3			ENG Elective	s
SUMMER SI				Medical Office Professional Certificate (C25310F	<b>'</b> )
	ENG Elective3	OST:	-141, C	OST-148, OST-134, OST-142, CTS-130, OST-243	
CTS 130	Spreadsheet3				
		SUM	MER S	SEMESTER	
Eligible for I	Medical Office Professional Certificate (C25310P)	OST	247	Procedure Coding	3
	ST-148, OST-134, OST-142, CTS-130, OST-243	OST	248	Diagnostic Coding	3
Graduation	Requirements36 Credit Hours	THIR	D SEM	MESTER	
Oradadion	requirements illiminiminimini of orealt riours	OST		Office Editing	3
<b>ENG Electiv</b>	as a second	OST	-	Professional Development	
		OST		Adv Coding Methodologies	
	redit hours from the following courses)				
ENG 114	Professional Research and Reporting			HUM/FA Elective	
ENG 112	Writing/Research in the Disc3			OA Elective	3
		FOU	RTH S	EMESTER	
Medical	Office Professional Certificate -	OST	149	Medical Legal Issues	3
		OST	264	Medical Auditing	
C25310P		OST	288	Medical Office Admin Capstone	3
-Online		MAT		Math Measurement & Literacy	
				Social Science Elective	
This certificat	te provides the medical and computer skills necessary			Social Science Elective	5
	el employment in medical settings. The certificate may	Eliai	hla for	Medical Office Professional Diploma (D25310P)	
be earned or				OST-137, OST-141, OST-148, OST-164, OST-134, (	) ST_
				49, OST-243, OST-288, CTS-130, ENG Elective	,01
FIRST SEME	ESTER	,	00	10, 001 210, 001 200, 010 100, 2110 2100110	
OST 141	Med Office Terms I	Grad	uation	Requirements 66 Credit H	ours
OST 148	Medical Ins & Billing3				
OST 134	Text Entry & Formatting	Hum	anities	s and Fine Arts Elective	
	<b>,</b>	(Cho	ose 3 c	credit hours from the following courses)	
SECOND SE	MESTER		110	Technology and Society	3
OST 142	Med Office Terms II		115	Critical Thinking	
CTS 130	Spreadsheet3			5.11.5a	
OST 243	Med Office Simulation	FNG	Electi	ves	
001 240	Wed Office Officiation			credit hours from the following courses)	
Graduation	Requirements 18 Credit Hours			Professional Research and Reporting	2
Graduation	Requirements 16 Great Hours	ENG		Writing/Decearch in the Disc	s
		ENG	112	Writing/Research in the Disc	3
Medical	Billing and Coding Degree - A25310B	Socia	al and	Behavioral Sciences Electives	
	billing and coding Degree - A25510D			credit hours from the following courses)	
-Online				General Psychology	3
Madiaal Offi	A desiminaturation has a many consentration in Mardinal		210	Introduction to Sociology	
	ce Administration has a new concentration in Medical	PSY		Interpersonal Psychology	
	coding (AAS degree). Students may develop skills in	F 3 1	110	interpersonal Esychology	
	ing and auditing, along with medical terminology,	04 5		•	
	, editing and formatting, office software applications,		lective		
	stations, medical office procedures, medical insurance			credit hours from the following courses)	_
	nedical legal and ethical issues, electronic health	BUS		Human Resource Management	
	and written communication, critical thinking, team	CTS		Advanced Spreadsheet	
building; and	I problem solving. The degree may be earned online.	HMT		Intro to Healthcare Mgt	
		HMT	211	Long-Term Care Admin	
Graduates c	ould qualify for employment opportunities in medical	HMT	212	Mgt of Healthcare Org	
	thcare facilities including hospitals, nursing homes,	OST		Keyboard Skill Building	
	ation centers; insurance billing offices; and	OST	135	Adv Text Entry and Formatting	
	Students may be eligible to take industry-recognized	OST	136	Word Processing	
certification	Ottachits may be engible to take maastiv recounized		153	Office Finance Solutions	
		USI			
		OST		Adv Office Editing	3
Drogram	exams.	OST	165		
Program :		OST OST	165 184	Records Management	3
	exams. Sequence	OST OST OST	165 184 236	Records ManagementAdv Word Processing	3 3
FIRST SEME	exams.  Sequence  ESTER	OST OST OST WBL	165 184 236 111	Records ManagementAdv Word Processing	3 3 1
FIRST SEME ENG 111	Sequence ESTER Writing and Inquiry	OST OST OST WBL WBL	165 184 236 111 121	Records ManagementAdv Word Processing	3 1 1
FIRST SEME ENG 111 OST 122	Sequence ESTER Writing and Inquiry	OST OST OST WBL	165 184 236 111 121	Records ManagementAdv Word Processing	3 1 1
FIRST SEME ENG 111	Sequence ESTER Writing and Inquiry	OST OST OST WBL WBL	165 184 236 111 121	Records ManagementAdv Word Processing	3 1 1

MAT 110

**HUM 110** 

HUM 115

**ENG Electives** 

### **COMPUTER TECHNOLOGIES**

FNG 112

Healthcare -Online	e Administration Degree - A25310H
Healthcare Ad skills in health management, editing and for computations, billing, medica oral and writte	e Administration has a new concentration in Iministration (AAS degree). Students may develop care administration and human resources along with medical terminology, keyboarding, matting, office software applications, office medical office procedures, medical insurance and all legal and ethical issues, electronic health records, in communication, critical thinking, team building, solving. The degree may be earned online.
offices; health and rehabilitat facilities; and	uld qualify for employment opportunities in medical care facilities including hospitals, nursing homes, ion centers; medical supply companies; research pharmaceutical companies. Students may be eligible ry-recognized certification exams.
Program S	equence
OST 122 OST 137 OST 141	STER         Writing and Inquiry       3         Office Computations       3         Office Applications I       3         Med Office Terms I       3         Medical Ins & Billing       3
OST 134 OST 142 I OST 243 I	MESTER           Spreadsheet
Eligible for M OST-141, OST	edical Office Professional Certificate (C25310P) T-148, OST-134, OST-142, CTS-130, OST-243
	MESTER Social Science Elective
HMT 110 I OST 164 O OST 286 I	STER           Human Resource Mgmt
HMT 212 I OST 149 I	MESTER           Long Term Care Admin

Math Measurement & Literacy......3

Technology and Society......3

Critical Thinking......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

**Humanities and Fine Arts Elective** 

(Choose 3 credit hours from the following courses)

(Choose 3 credit hours from the following courses)

Graduation Requirements...... 66 Credit Hour

		g	_
(Choo PSY SOC		ces Electives edit hours from the following courses) General Psychology	3
OA E	lectives	5	
(Choo	se 3 cr	edit hours from the following courses)	
СТS		Advanced Spreadsheet	3
OST	132	Keyboard Skill Building	2
OST	135	Adv. Text Entry and Formatting	4
OST	136	Word Processing	
OST	153	Office Finance Solutions	
OST	165	Adv Office Editing	3
OST	184	Records Management	3
OST	233	Desktop Publishing	
OST	236	Adv Word Processing	
OST	247	Procedure Coding	3
OST	248	Diagnostic Coding	3
OST	260	Adv Coding Methodologies	
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	

Writing/Research in the Disc