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 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 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 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
OST	137	Office Applications I	3
OST	141	Med Office Terms I	3
OST	148	Medical Ins & Billing	3

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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 Spreadsheet...3

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

Graduation Requirements .... 36 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 may be earned 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 Spreadsheet..3
OST 243 Med Office Simulation......................................3

Graduation Requirements .... 18 Credit Hours

Medical Billing and Coding Degree - A25310B
-Online

Medical Office Administration has a new concentration in Medical Billing and Coding (AAS degree). Students may 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 may be earned online.

Graduates could qualify for employment opportunities in medical offices; healthcare facilities including hospitals, nursing homes, and rehabilitation centers; insurance billing offices; and laboratories. Students may be 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

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Healthcare Administration Degree - A25310H
-Online

Medical Office Administration has a new concentration in Healthcare Administration (AAS degree). Students may 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 may be earned online.

Graduates could 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 may be 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 Hour

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 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