Technical and Vocational Programs

A 25 31 0 MO Medical Office Administration – Associate in Applied Science
## A 25 31 0 MO Medical Office Administration – Diploma
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.
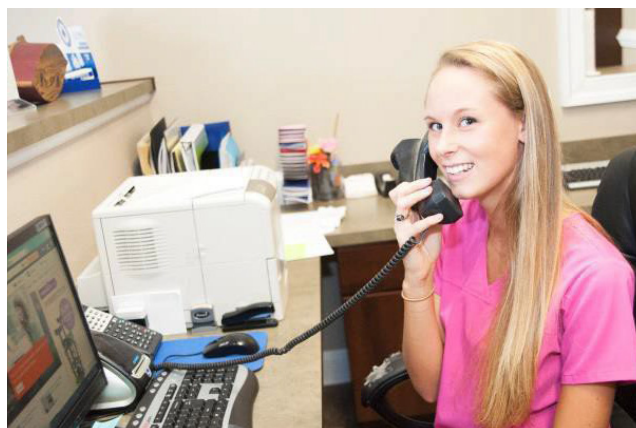
Student Learning Outcomes – Upon completion of the program, students will:
1. Utilize appropriate technology relevant to a healthcare environment to complete basic administrative tasks.
2. Manage administrative projects in the healthcare environment while communicating effectively in oral and written formats.
3. Perform administrative duties to include: answer telephone, greet patients, update and file patient medical records, fill out insurance formshandle correspondence, schedule apoointments, arrange for hospital admissions, laboratory services admissions, and basic bookeeping.
4. Demonstrate knowledge and basic skills in applying ethical/legal principles in the delivery of care.

Partnership: N/A

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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
MED 110 Orientation to Medical Assisting	Prerequisite: ENG 002 Tier 1	1			1	1
MED 121 Medical Terminology I	Pre-Requisites: ENG 002 Tier 1	3			3	3
MED 130 Admin. Office Procedures I	Prerequisite: enrollment in the Medical Assisting or Medical Office Administration program	1	2		3	2
MED131 Admin Office Procedures II	Prerequisite: MED130	1	2		3	2
ENG 111 Expository Writing	P=ENG 002 Tier 1 C=ENG 011	3			3	3
BIO 163 Basic Anat. & Physiology	Prerequisites: ENG 002 Tier 1, and either BIO 090 or high school Biology	4	2		6	5
TOTAL SEMESTER HOURS		**13**	**6**		**19**	**16**
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
CIS 111 Basic PC Literacy (Will accept CIS 110)	Pre-Requisites: none	1	2		3	2
MED 118 Medical Law & Ethics	Prerequisite: ENG 002 Tier 1	2			2	2
OST 164 Office Editing	Pre-Requisites: none	3			3	5
OST 248 Diagnostic Coding	Pre-Requisites: MED121 or OST 141	2	2		4	3
TOTAL SEMESTER HOURS		**14**	**4**		**18**	**16**

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
MAT 143 Quantitative Literacy	Pre-Requisites: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites: MAT 043	2	2		4	3
OST 148 Medical Insurance and Billing	Pre-Requisites: none	3			3	3
CTS 115 Info Sys Business Concepts	Pre-Requisites: ENG 002 Tier 1	3			3	3
BUS 151 People Skills	Prerequisites: None	3			3	3
OST 136 Word Processing	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
OST 247 Procedure Coding	Pre-Requisites: MED 121 or OST 141	2	2		4	3
TOTAL SEMESTER HOURS		**15**	**4**		**21**	**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 249 Med Coding Certification Prep	Prerequisites: OST 247 and OST 248	2	3		5	3
Humanities/Fine Arts elective (PHI 240 or HUM 115 are recommended)	Perquisites: Varies	3			3	3
BUS 137 Principles of Management	Prerequisites: BUS 110 or MED 131 or CTS 115	3			3	3
CTS 130 Spreadsheet OR WBL 111 Work-Based Learning	Prerequisites for CTS 130: CIS 110 or CIS 111 or OST 137 Pre-Requisites for WBL: none	2-0	2-0	0-10	4-10	3-1
WBL 110 World of Work	Pre-Requisites: none	1			1	1
PSY 150 General Psychology	Pre-Requisites for PSY 150: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS		**12-14**	**3-5**	**0-10**	**19-25**	**14-16**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**64-66**