

## 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 forms, handle correspondence, schedule appointments, arrange for hospital admissions, laboratory services admissions, and basic bookkeeping.
4. Demonstrate knowledge and basic skills in applying ethical/legal principles in the delivery of care.

**Partnership: N/A**

## C 25 31 0 PR Patient Representative Certificate

First Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
CIS 111 Basic PC Literacy (Will accept CIS 110)	Pre-Requisites: none	3			2	2
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
BUS 151 People Skills	Pre-Requisites: CIS 110 or CIS 111	3			3	3
<b>TOTAL SEMESTER HOURS</b>		<b>10</b>	<b>2</b>		<b>11</b>	<b>10</b>
Second Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
MED 118 Medical Law & Ethics	Prerequisite: ENG 002 Tier 1	1	2		3	3
OST 164 Office Editing	Pre-Requisites: none	3			3	3
<b>TOTAL SEMESTER HOURS</b>						<b>9</b>
<b>TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE</b>						<b>18</b>