

MEDICAL OFFICE ADMINISTRATION A25310

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.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Medical Office Administration Associate in Applied Science Degree (Revised 2003*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credit
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
ENG 111 Expository Writing	3	0	0	3
ENG 114 Professional Research and Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.				
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours				
<i>Selected from the list of natural science/mathematics courses for the Associate in Applied Science degree appearing in the current catalog.</i>				
AND				
<i>Students are required to demonstrate competency in MAT 070 prior to receiving a degree.</i>				
II. Major Courses: 58 Hours				
A. Core: 21 Hours				
CIS 110 Introduction to Computers	2	2	0	3
MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
OST 134 Text Entry & Formatting	2	2	0	3
OST 148 Med Coding Billing & Insu	3	0	0	3
OST 149 Med Legal Issues	3	0	0	3
OST 289 Office Systems Management	2	2	0	3
B. Other Major Courses: 37 Hours				
1. Required: 28 Hours				
OST 135 Adv Text Entry & Format	3	2	0	4
OST 136 Word Processing	1	2	0	2
OST 164 Text Editing Applications	3	0	0	3
OST 181 Intro to Office Systems	2	2	0	3
OST 223 Machine Transcription I	1	2	0	2
OST 236 Adv Word/Information Proc	2	2	0	3
OST 241 Med Ofc Transcription I	1	2	0	2
OST 242 Med Ofc Transcription II	1	2	0	2
OST 243 Med Office Simulation	2	2	0	3
OST 247 CPT Coding in the Med Off	1	2	0	2
OST 248 Diagnostic Coding	1	2	0	2

Medical Office Administration A25310 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
2. Select 9 hours from the following (a maximum of 3 hours of COE are allowed):				
ACC 120 Prin of Financial Acct	3	2	0	4
ACC 140 Payroll Accounting	1	2	0	2
BUS 121 Business Math	2	2	0	3
COE 111-112 Co-op Work Experience I	0	0	10-20	1-2
COE 121-122 Co-op Work Experience II	0	0	10-20	1-2
COE 131 Co-op Work Experience III	0	0	10	1
OST 122 Office Computations	1	2	0	2
OST 131 Keyboarding	1	2	0	2
OST 162 Executive Terminology	3	0	0	3
OST 184 Records Management	1	2	0	2
OST 233 Office Publications Design	2	2	0	3
OST 284 Emerging Technologies	1	2	0	2

III. Other Required Courses: 1 Hour

ACA 111 College Student Success	1	0	0	1
or				
ACA 115 Success & Study Skills	0	2	0	1

Total Credits **74**



Medical Office Administration
Medical Coding, Billing, & Insurance Certificate C25310C1
(Revised 2005*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credit
I. General Education Courses: 0 Hours				
<i>Students are required to demonstrate competency in ENG 090, RED 090, and MAT 070 prior to receiving a degree.</i>				
II. Major Courses: 16 Hours				
A. Core: 12 Hours				
MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
OST 148 Med Coding Billing & Insu	3	0	0	3
OST 243 Med Office Simulation	2	2	0	3
B. Other major courses: 4 Hours				
OST 247 CPT Coding in the Med Off	1	2	0	2
OST 248 Diagnostic Coding	1	2	0	2
Total Credits				16

Medical Office Administration
Medical Transcription Certificate C25310C2
(Revised 2005*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credit
I. General Education Courses: 0 Hours				
<i>Students are required to demonstrate competency in ENG 090, RED 090, and MAT 070 prior to receiving a degree.</i>				
II. Major Courses: 16 Hours				
A. Core: 12 Hours				
MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
OST 134 Text Entry & Formatting	2	2	0	3
OST 164 Text Editing Applications	3	0	0	3
B. Other major courses: 4 Hours				
OST 241 Med Ofc Transcription I	1	2	0	2
OST 242 Med Ofc Transcription II	1	2	0	2
Total Credits				16