

# COURSES

## OFFICE SYSTEMS TECHNOLOGY

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### **OST-136 Word Processing**

**Lec 2 Lab 2 Clinic 0 Credit 3**

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

**Co-Requisites:** None

**Pre-Requisites:** None

### **OST-148 Medical Insurance and Billing**

**Lec 3 Lab 0 Clinic 0 Credit 3**

This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

**Co-Requisites:** None

**Pre-Requisites:** None

### **OST-149 Medical Legal Issues**

**Lec 3 Lab 0 Clinic 0 Credit 3**

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

**Co-Requisites:** None

**Pre-Requisites:** None

### **OST-164 Office Editing**

**Lec 3 Lab 0 Clinic 0 Credit 3**

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

**Co-Requisites:** None

**Pre-Requisites:** None

### **OST-243 Med Office Simulation**

**Lec 2 Lab 2 Clinic 0 Credit 3**

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

**Co-Requisites:** None

**Pre-Requisites:** OST-148

### **OST-247 Procedure Coding**

**Lec 2 Lab 2 Clinic 0 Credit 3**

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

**Co-Requisites:** None

**Pre-Requisites:** One: MED-121 or OST-141

### **OST-248 Diagnostic Coding**

**Lec 2 Lab 2 Clinic 0 Credit 3**

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

**Co-Requisites:** None

**Pre-Requisites:** One: MED-121 or OST-141

### **OST-249 Medical Coding Certification Preparation**

**Lec 2 Lab 3 Clinic 0 Credit 3**

This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.

**Co-Requisites:** None

**Pre-Requisites:** All: OST-247 and OST-248

**OST-264 Medical Auditing****Lec 3 Lab 0 Clinic 0 Credit 3**

This course provides instruction on how to apply regulations and policies to perform medical record audits for provider services. Emphasis is placed on understanding the scope of an audit, statistical sampling methodologies, performing a medical record audit, and compiling data for reports to improve the revenue cycle for healthcare services. Upon completion, students should be able to perform a medical audit.

**Co-Requisites:** None**Pre-Requisites:** All: OST-247 and OST-248**OST-280 Electronic Health Records****Lec 2 Lab 2 Clinic 0 Credit 3**

This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish.

**Co-Requisites:** None**Pre-Requisites:** One: CIS-110, CIS-111, or OST-137