

# PROGRAMS

## MEDICAL OFFICE ADMINISTRATION - MEDICAL CODING

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The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Upon graduation from the Medical Office Administration Associate Degree program, students (at their own discretion and expense) may be eligible to sit for a medical coding certification exam through American Health Information Management Association (AHIMA) or the American Academy of Professional Coders (AAPC). Graduates may choose to pursue industry credentials through other certifying agencies.

### Program Requirements

The requirements for the Medical Office Administration program include:

1. A completed medical form including all required immunizations prior to enrolling in WBL-111; and
2. A urine drug screen and criminal background check required prior to enrolling in WBL-111.
3. \*\*\*WBL-111 is a work-based learning experience with a college approved employer in which students will spend

160 hours in a medical facility. WBL-111 Work-Based Learning is an option for the associate degree only\*\*\*

Note: All MED and OST prefix courses in the Medical Office Administration program required a grade of "C" or better.

## Associate (A25310MC)

### Fall Semester 1

		<b>Lec</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
ACA-115	Success & Study Skills	0	2	0	1
ENG-111	Writing and Inquiry	3	0	0	3
MED-114	Professional Interaction in Health Care	1	0	0	1
MED-116	Introduction to Anatomy & Physiology	3	2	0	4
MED-121	Medical Terminology I	3	0	0	3
OST-148	Medical Insurance and Billing	3	0	0	3
				<b>Total:</b>	<b>15</b>

### Spring Semester 1

		<b>Lec</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
CIS-110	Introduction to Computers	2	2	0	3
MED-122	Medical Terminology II	3	0	0	3
MED-130	Administrative Office Procedures I	1	2	0	2
MED-131	Administrative Office Procedures II	1	2	0	2
OST-247	Procedure Coding	2	2	0	3

**Spring Semester 1**

OST-248 Diagnostic Coding

Lec	Lab	Clinic	Credit
2	2	0	3
<b>Total:</b>			<b>16</b>

**Summer Semester 1**

Natural Science/  
Math Option      Natural Sciences/Math Options Listed Below

Social Science  
Option              Social and Behavioral Sciences Options Listed Below

Lec	Lab	Clinic	Credit
2-3	2-3	0	3-4
3	0	0	3
<b>Total:</b>			<b>6-7</b>

**Fall Semester 2**

Communications  
Option              Communications Options Listed Below

MED-272          Drug Therapy

OST-136          Word Processing

OST-149          Medical Legal Issues

OST-264          Medical Auditing

Lec	Lab	Clinic	Credit
3	0	0	3
3	0	0	3
2	2	0	3
3	0	0	3
3	0	0	3
<b>Total:</b>			<b>15</b>

**Spring Semester 2**

OST-164          Office Editing

OST-243          Med Office Simulation

OST-249          Medical Coding Certification Preparation

Work Based  
Learning Option      Work Based Learning Options Listed Below

Humanities Option      Humanities and Fine Arts Options Listed Below

Lec	Lab	Clinic	Credit
3	0	0	3
3	2	0	3
2	3	0	3
0-3	0-10	0	1-3
3	0	0	3
<b>Total:</b>			<b>13-15</b>

**Total Credit Hours: 65-67****Communications: Choose One of the following:**

ENG-112          Writing and Research in the Disciplines

COM-120          Intro to Interpersonal Communication

COM-231          Public Speaking

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

**Natural Science/Math Option: Choose one course from the following:**

BIO-111          General Biology I

MAT-110          Mathematical Measurement and Literacy

Lec	Lab	Clinic	Credit
3	3	0	4
2	2	0	3

**Social and Behavioral Sciences Choices for AAS Degree Programs Unless Otherwise Noted:**

		<b>Lec</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
ECO-251	Principles of Microeconomics	3	0	0	3
ECO-252	Principles of Macroeconomics	3	0	0	3
POL-120	American Government	3	0	0	3
PSY-150	General Psychology	3	0	0	3
SOC-210	Introduction to Sociology	3	0	0	3

**Humanities/Fine Arts Choices for AAS Degree Programs Unless Otherwise Noted:**

		<b>Lec</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
ART-111	Art Appreciation	3	0	0	3
HUM-110	Technology and Society	3	0	0	3
HUM-115	Critical Thinking	3	0	0	3
MUS-110	Music Appreciation	3	0	0	3

**Work Based Learning Option: Choose one course from the following:**

		<b>Lec</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
BUS-153	Human Resource Management	3	0	0	3
WBL-111	Work-Based Learning I	0	10	0	1

**Diploma (D25310MC)**

**Fall Semester 1**

		<b>Lec</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
ENG-111	Writing and Inquiry	3	0	0	3
MED-114	Professional Interaction in Health Care	1	0	0	1
MED-116	Introduction to Anatomy & Physiology	3	2	0	4
MED-121	Medical Terminology I	3	0	0	3
OST-148	Medical Insurance and Billing	3	0	0	3
				<b>Total:</b>	<b>14</b>

**Spring Semester 1**

		<b>Lec</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
CIS-110	Introduction to Computers	2	2	0	3
MED-122	Medical Terminology II	3	0	0	3
MED-130	Administrative Office Procedures I	1	2	0	2
MED-131	Administrative Office Procedures II	1	2	0	2
OST-164	Office Editing	3	0	0	3
				<b>Total:</b>	<b>13</b>

**Fall Semester 2**

		<b>Lec</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
Communication Option	Communication Options Listed Below	3	0	0	3
MED-272	Drug Therapy	3	0	0	3
OST-136	Word Processing	2	2	0	3
OST-149	Medical Legal Issues	3	0	0	3

## Fall Semester 2

Lec	Lab	Clinic	Credit
			<b>Total: 12</b>

**Total Credit Hours: 39**

### Communications: Choose One of the following:

ENG-112	Writing and Research in the Disciplines
COM-120	Intro to Interpersonal Communication
COM-231	Public Speaking

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

## Certificate (C25310MC)

### Fall Semester 1

MED-114	Professional Interaction in Health Care
MED-121	Medical Terminology I
OST-148	Medical Insurance and Billing
OST-149	Medical Legal Issues

Lec	Lab	Clinic	Credit
1	0	0	1
3	0	0	3
3	0	0	3
3	0	0	3
		<b>Total:</b>	<b>10</b>

### Spring Semester 1

CIS-110	Introduction to Computers
MED-122	Medical Terminology II
MED-130	Administrative Office Procedures I

Lec	Lab	Clinic	Credit
2	2	0	3
3	0	0	3
1	2	0	2
		<b>Total:</b>	<b>8</b>

**Total Credit Hours: 18**

