

PROGRAMS

MEDICAL OFFICE ADMINISTRATION

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 (A25310)

Fall Semester 1

		Lec	Lab	Clinic	Credit
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
				Total:	15

Spring Semester 1

		Lec	Lab	Clinic	Credit
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

		Lec	Lab	Clinic	Credit
OST-248	Diagnostic Coding	2	2	0	3
				Total:	16

Summer Semester 1

		Lec	Lab	Clinic	Credit
Natural Science/ Math Option	Natural Sciences/Math Options Listed Below	2-3	2-3	0	3-4
Social Science Option	Social and Behavioral Sciences Options Listed Below	3	0	0	3
				Total:	6-7

Fall Semester 2

		Lec	Lab	Clinic	Credit
ENG-112	Writing and Research in the Disciplines	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
OST-264	Medical Auditing	3	0	0	3
OST-280	Electronic Health Records	2	2	0	3
				Total:	18

Spring Semester 2

		Lec	Lab	Clinic	Credit
OST-164	Office Editing	3	0	0	3
OST-243	Med Office Simulation	3	2	0	3
OST-249	Medical Coding Certification Preparation	2	3	0	3
Work Based Learning Option	Work Based Learning Options Listed Below	0-3	0-10	0	1-3
Humanities Option	Humanities and Fine Arts Options Listed Below	3	0	0	3
				Total:	13-15

Total Credit Hours: 68-71

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

		Lec	Lab	Clinic	Credit
BIO-111	General Biology I	3	3	0	4
MAT-110	Mathematical Measurement and Literacy	2	2	0	3

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

		Lec	Lab	Clinic	Credit
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:

		Lec	Lab	Clinic	Credit
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:

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

Diploma (D25310)

Fall Semester 1

		Lec	Lab	Clinic	Credit
OST-149	Medical Legal Issues	3	0	0	3
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
Total:					17

Spring Semester 1

		Lec	Lab	Clinic	Credit
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
OST-243	Med Office Simulation	2	2	0	3
Total:					16

Fall Semester 2

		Lec	Lab	Clinic	Credit
ENG-112	Writing and Research in the Disciplines	3	0	0	3
MED-272	Drug Therapy	3	0	0	3
OST-136	Word Processing	2	2	0	3
OST-280	Electronic Health Records	2	2	0	3
Total:					12

Total Credit Hours: 45

Certificate (C25310)

Fall Semester 1

		Lec	Lab	Clinic	Credit
MED-114	Professional Interaction in Health Care	1	0	0	1
MED-121	Medical Terminology I	3	0	0	3
OST-148	Medical Insurance and Billing	3	0	0	3
OST-149	Medical Legal Issues	3	0	0	3
				Total:	10

Spring Semester 1

		Lec	Lab	Clinic	Credit
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
				Total:	8

Total Credit Hours: 18

