MEDICAL OFFICE ADMINISTRATION
A.A.S. Program (A25310)

This curriculum prepares individuals for employment in medical and other health-care related offices. Coursework 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. Graduates will be eligible to sit for coding certification exams sponsored by the coding profession.

GENERAL EDUCATION COURSES:

English/Communications:

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 111</td>
<td>Writing and Inquiry</td>
<td>3</td>
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<td>OR ENG 112 Writing/Research in the Disc</td>
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<tr>
<td>OR ENG 113 Literature-Based Research</td>
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Elective: ................................................................................................................. 3

Natural Science/Mathematics:

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<td>MAT 110</td>
<td>Math Measurement &amp; Literacy</td>
<td>3</td>
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<tr>
<td>OR MAT 143 Quantitative Literacy</td>
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<tr>
<td>OR MAT 152 Statistical Methods I</td>
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Elective: ................................................................................................................. 4

Social/Behavioral Sciences

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<td>Prof Interac in Heal Care</td>
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<td>Medical Terminology I</td>
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<td>MED 122</td>
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<td>OST 132</td>
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<tr>
<td>OST 136</td>
<td>Word Processing</td>
<td>2</td>
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<tr>
<td>OST 140</td>
<td>Internet Comm/Research</td>
<td>2</td>
</tr>
<tr>
<td>OST 148</td>
<td>Med Coding Billing &amp; Insur</td>
<td>3</td>
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<td>OST 149</td>
<td>Medical Legal Issues</td>
<td>3</td>
</tr>
<tr>
<td>OST 164</td>
<td>Text Editing Applications</td>
<td>3</td>
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<tr>
<td>OST 243</td>
<td>Med Office Simulation</td>
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<td>OST 247</td>
<td>Procedure Coding</td>
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<td>OST 248</td>
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<td>WBL XXX</td>
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Total Credit Hours Required .............................................................................. 66/67

MAJOR COURSES:

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<tbody>
<tr>
<td>CIS 110</td>
<td>Introduction to Computers</td>
<td>3</td>
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<tr>
<td>HMT 110</td>
<td>Introduction to Healthcare Mgt</td>
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<td>MED 114</td>
<td>Prof Interac in Heal Care</td>
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<td>MED 122</td>
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<td>OST 132</td>
<td>Keyboard Skill Building</td>
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<tr>
<td>OST 136</td>
<td>Word Processing</td>
<td>2</td>
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<tr>
<td>OST 140</td>
<td>Internet Comm/Research</td>
<td>2</td>
</tr>
<tr>
<td>OST 148</td>
<td>Med Coding Billing &amp; Insur</td>
<td>3</td>
</tr>
<tr>
<td>OST 149</td>
<td>Medical Legal Issues</td>
<td>3</td>
</tr>
<tr>
<td>OST 164</td>
<td>Text Editing Applications</td>
<td>3</td>
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<td>OST 243</td>
<td>Med Office Simulation</td>
<td>3</td>
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<tr>
<td>OST 247</td>
<td>Procedure Coding</td>
<td>2</td>
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<tr>
<td>OST 248</td>
<td>Diagnostic Coding</td>
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<td>Word-Based Learning</td>
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Total Credit Hours Required .............................................................................. 9/10 6 20 14/15

DEVELOPMENTAL COURSE REQUIREMENTS:

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CTS 080</td>
<td>Computing Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>DMA DMA 010, DMA 020, DMA 030 (MAT 110)</td>
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<td>DMA DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 (MAT 143/MAT 152)</td>
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<td>DRE 098</td>
<td>Integrated Reading Writing III</td>
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<tr>
<td>OST 080</td>
<td>Keyboarding Literacy</td>
<td>2</td>
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*Developmental coursework (including all prerequisites) will be required of students whose placement test scores indicate a need for greater proficiency in the areas of reading, English, mathematics, and computers. Please refer to the Course Descriptions section for prerequisite course information.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>Fall – 1st year</td>
<td>CIS 110 Introduction to Computers</td>
<td>3</td>
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<td>HMT 110 Introduction to Healthcare Mgt</td>
<td>3</td>
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<td></td>
<td>OST 132 Keyboard Skill Building</td>
<td>1</td>
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<tr>
<td></td>
<td>OST 136 Word Processing</td>
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<td></td>
<td>OST 149 Medical Legal Issues</td>
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Total 14 6 0 17

Spring – 1st Year

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>HMT 114 Prof Interac in Heal Care</td>
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<td>MED 114 Writing and Inquiry</td>
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Total 9 0 0 9

Fall – 2nd Year

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<th>Course Title</th>
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<tr>
<td>OST 148 Med Coding Billing &amp; Insurance (1st 8wks)</td>
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<td>OST 243 Med Office Simulation (2nd 8wks)</td>
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<td>OST 247 Procedure Coding</td>
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<td>OST 248 Diagnostic Coding</td>
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<td>OST 286 Professional Development</td>
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Total 10 6 0 13

Spring – 2nd Year

<table>
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<tbody>
<tr>
<td>ENG 114 Prof Research &amp; Reporting</td>
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<tr>
<td>OR ENG 112 Writing/Research in the Disc</td>
<td>3</td>
</tr>
<tr>
<td>OR ENG 113 Literature-Based Research</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110 Math Measurement &amp; Literacy</td>
<td>3</td>
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<tr>
<td>OR MAT 143 Quantitative Literacy</td>
<td>2</td>
</tr>
<tr>
<td>OR MAT 152 Statistical Methods I</td>
<td>3</td>
</tr>
<tr>
<td>OST 140 Internet Comm/Research</td>
<td>1</td>
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<tr>
<td>OST 249 CPC Certification</td>
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<td>WBL XXX Work-Based Learning</td>
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Total 9/10 6 20 14/15

Grand Total 55/56 18 20 66/67
MEDICAL OFFICE ADMINISTRATION
Diploma Program (D25310)

This curriculum prepares individuals for employment in medical and other health-care related offices. Coursework 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.

GENERAL EDUCATION COURSES: SHC

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 111</td>
<td>Writing and Inquiry</td>
<td>3</td>
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<tr>
<td>Social/Behavioral Sciences: Elective</td>
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<td>3</td>
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MAJOR COURSES:

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
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<td>CIS 110</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>HMT 110</td>
<td>Intro to Healthcare Mgt</td>
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</tr>
<tr>
<td>MED 114</td>
<td>Prof Interaction in HC</td>
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<td>MED 121</td>
<td>Medical Terminology I</td>
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<td>OST 136</td>
<td>Word Processing</td>
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<td>OST 148</td>
<td>Med Coding Billing &amp; Insu</td>
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<td>Medical Legal Issues</td>
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<td>Text Editing Applications</td>
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<td>OST 247</td>
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<td>Diagnostic Coding</td>
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<td>OST 281</td>
<td>Emer Issues in Med Ofc</td>
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Total Credit Hours Required: 43

DEVELOPMENTAL COURSE REQUIREMENTS

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<td>Integrated Reading Writing II</td>
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Medical Office Administration • D25310
Suggested Program Sequence Day

<table>
<thead>
<tr>
<th>Class</th>
<th>Lab</th>
<th>Clin/Wk</th>
<th>Exp</th>
<th>Credit</th>
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Fall – 1st year

<table>
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<tr>
<td>HMT 110</td>
<td>Intro to Healthcare Mgt</td>
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<td>MED 122</td>
<td>Medical Terminology II (2nd Eight Wks)</td>
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<tr>
<td>OST 132</td>
<td>Keyboard Skill Building</td>
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<td>OST 136</td>
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Spring – 1st year

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<td>Prof Interaction in HC</td>
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<tr>
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<td>Med Coding Billing &amp; Insu (1st 8 Wks)</td>
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Summer – 1st year

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<td>ENG 111</td>
<td>Writing and Inquiry</td>
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<tr>
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Grand Total 37 12 0 43