

## Central Carolina Community College

### Program Planning Guide

#### Medical Office Administration

#### Credential: Associate in Applied Science Degree in Medical Office Administration (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 administration 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.

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration

Program Sites: Lee and Harnett Campus – Day Program, Selected Distance Courses

<b>Suggested Course Schedule:</b>	<b>HOURS</b>			<b>Grade</b>	<b>Semester</b>	<b>Notes</b>
	<b>Class</b>	<b>Lab</b>	<b>Credit</b>			
<b>1st Semester (Fall)</b>						
CIS 110 <sup>(1)</sup> Introduction to Computers	2	2	3			
ENG 111 Expository Writing	3	0	3			
ENG 111A Expository Writing Lab	0	2	1			
Communication Elective	3	0	3			
OST 131 Keyboarding	1	2	2			
OST 184 Records Management	2	2	3			
	<b>11</b>	<b>8</b>	<b>15</b>			
<b>2nd Semester (Spring)</b>						
OST 286 Professional Development	3	0	3			
CTS 130 Spreadsheets	2	2	3			
OST 132 Keyboard Skill Building	1	2	2			
OST 134 Text Entry and Formatting	2	2	3			
OST 136 Word Processing	2	2	3			
OST 164 Text Editing Applications	3	0	3			
	<b>13</b>	<b>8</b>	<b>17</b>			
<b>3rd Semester (Summer)</b>						
OST 236 Adv. Word/Information Processing	2	2	3			
OST 289 Administrative Office Management	2	2	3			
	<b>4</b>	<b>4</b>	<b>6</b>			
<b>4th Semester (Fall)</b>						
ACC 115 College Accounting	3	2	4			
OST 141 Medical Terms I – Medical Office	3	0	3			
OST 148 Medical Coding, Billing & Insurance	3	0	3			
OST 149 Medical Legal Issues	3	0	3			
Social/Behavioral Science Elective	3	0	3			
	<b>15</b>	<b>2</b>	<b>16</b>			
<b>5th Semester (Spring)</b>						
COE 111 Co-op Work Experience I	0	10	1			
Humanities/Fine Arts Elective	3	0	3			
MAT 115 <sup>(2)</sup> Mathematical Models	2	2	3			
OST 142 Medical Terms II-Medical Office	3	0	3			
OST 241 Medical Office Transcription I	1	2	2			
OST 243 Medical Office Simulation	2	2	3			
See Below* Major Elective	2	0	2			
	<b>12</b>	<b>18</b>	<b>17</b>			

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Major Electives (select 2.0 SHC)

OST 242	Medical Office Transcription II	1	2	2			
OST 248	Diagnostic Coding	1	2	2			
OST 281	Emergency Issues in Medical office	3	0	3			
OST 285	Adv. Emergency Issues in Medical Office	3	0	3			

<sup>(1)</sup>Students may substitute CIS 111 (nontransferable)

<sup>(2)</sup>Students may substitute MAT 140 (transferable)

Total Semester Hours Credit: 70/71

### **Medical Office Administration Course Descriptions:**

#### **ACC 115 College Accounting 3-2-4**

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

#### **CIS 110 Introduction to Computers 2-2-3**

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

#### **COE 111 Co-op Work Experience I 0-10-1**

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

#### **CTS 130 Spreadsheet 2-2-3**

*Prerequisite: CIS 110 or CIS 111 or OST 137*

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

#### **ENG 111 Expository Writing 3-0-3**

*Prerequisites: Take one set: RED 090 and ENG 090, ENG 095, or appropriate placement test scores.*

*Corequisites: ENG 111A*

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for

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transfer under the CAA and ICAA as a general education course in English Composition.

#### **ENG 111A Expository Writing Laboratory 0-2-1**

*Prerequisites: Take one set: RED 090 and ENG 090, ENG 095, or appropriate placement test scores.*

*Corequisites: ENG 111*

This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111. The computer is used as a writing and design tool for this course.

#### **MAT 115 Mathematical Models 2-2-3**

*Prerequisite: Take one set: MAT 060 and MAT 070, MAT 060 and MAT 080, MAT 060 and MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, MAT 175, or appropriate placement test scores*

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

#### **OST 131 Keyboarding 1-2-2**

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

#### **OST 132 Keyboard Skill Building 1-2-2**

*Local Prerequisite: OST 131*

This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

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### **OST 134 Text Entry & Formatting 2-2-3**

*Local Prerequisite: OST 131*

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

### **OST 136 Word Processing 2-2-3**

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.

### **OST 141 Med Terms I-Med Office 3-0-3**

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

### **OST 142 Medical Terms II-Med Office 3-0-3**

*Prerequisite: OST 141*

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

### **OST 148 Med Coding Billing & Insurance 3-0-3**

*Local Prerequisite/Corequisite: OST 141*

This course introduces fundamentals of medical coding, billing, and insurance. 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.

### **OST 149 Med Legal Issues 3-0-3**

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.

### **OST 184 Records Management 2-2-3**

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

### **OST 236 Adv Word/Information Proc 2-2-3**

*Prerequisite: OST 136*

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

### **OST 241 Med Ofc Transcription I 1-2-2**

*Prerequisite: MED 121 or OST 141*

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

### **OST 242 Med Ofc Transcription II 1-2-2**

*Prerequisite: OST 241*

This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing, efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.

### **OST 243 Med Office Simulation 2-2-3**

*Prerequisite: OST 148*

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.

### **OST 248 Diagnostic Coding 1-2-2**

*Prerequisite: MED 121 or OST 141*

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.

