

## Program Planning Guide

### Medical Office Insurance Coding Certificate (C25310IC)

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science Degree Medical Office Administration (Higher entrance standards required); Medical Office Administration Diploma

Program Sites: Lee Main Campus – Day; Harnett Main Campus – Day; Distance Education

Suggested Course Schedule:	HOURS			Notes
	Class	Lab	Credit	
1st Semester (Fall)				
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
			9	
2nd Semester (Spring)				
OST 142	Medical Terms II – Medical Office	3	0	3
OST 247	Procedural Coding	3	0	3
OST 248	Diagnostic Coding	3	0	3
			9	

Total Semester Hours Credit Required for Graduation: 18

#### Course Descriptions:

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

*Prerequisite: Take one: MED 121 or 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 Ins & Billing 3-0-3**

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.

**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 247 Procedure Coding 2-2-3**

*Prerequisites: Take One: MED 121 or OST 141*

The 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.

**OST 248 Diagnostic Coding 2-2-3**

*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.