



PLAN OF STUDY

Medical Office Administration Certificates

The following plan of study is the standard curriculum for the above program. Any deviation from the prescribed curriculum must have approval in advance. All prerequisite course requirements must also be met. To graduate the student must successfully complete all the required courses, the required credit hours for electives, and have at least a 2.0 overall grade point average. This plan of study is subject to change when the college thinks such action is in the best interest of the student or the program. It is the responsibility of the student to meet requirements for graduation. If accepted students do not enroll for three successive semesters, they must contact the Admissions office to determine if readmission is necessary. **Due to industry changes, course content is updated periodically to ensure graduates have current knowledge. It is possible a student may complete or transfer in a course with outdated content for various reasons, and thus be required to complete the revised course to graduate. At the time of this catalog revision these course(s) are: OST-248 Diagnostic coding; OST-264 Medical Auditing.

Medical Billing & Coding Certificate-C25310F

Course Title			Hours					Grade	Semester	Remarks
	Lecture	Lab	Clinical	Contact	Credit					
1st Term										
MED	121	Medical Terminology I	3	0	0	3	3	SPRING		
OST	161	Medical Office Procedures	2	2	0	4	3	SPRING		
2nd Term										
OST	148	Medical Insurance and Billing	3	0	0	3	3	FALL		
OST	247	Procedure Coding	2	2	0	4	3	FALL		
OST	248	Diagnostic Coding	2	2	0	4	3	FALL		

Total Semester Hours Required for Certificate: 15

Patient Service Representative Certificate-C25310H

Course Title			Hours					Grade	Semester	Remarks
	Lecture	Lab	Clinical	Contact	Credit					
1st Term										
MED	121	Medical Terminology I	3	0	0	3	3	FALL		
OST	164	Office Editing	3	0	0	3	3	FALL		
OST	148	Medical Insurance and Billing	3	0	0	3	3	FALL		
2nd Term										
OST	188	Issues in Office Administration	3	0	0	3	3	SPRING		
OST	165	Advanced Office Editing	2	2	0	4	3	SPRING		
OST	263	Healthcare Customer Relations	2	2	0	4	3	SPRING		

Total Semester Hours Required for Certificate: 18

General Medical Office Certificate-C25310G

Course Title			Hours					Grade	Semester	Remarks
	Lecture	Lab	Clinical	Contact	Credit					
1st Term										
MED	121	Medical Terminology I	3	0	0	3	3	FALL		
OST	148	Medical Insurance and Billing	3	0	0	3	3	FALL		
2nd Term										
OST	161	Medical Office Procedures	2	2	0	4	3	SPRING		
OST	131	Keyboarding	1	2	0	3	2	SPRING		
CIS	110	Introduction to Computers	2	2	0	4	3	SPRING		

Total Semester Hours Required for Certificate: 14