



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.

Medical Billing & Coding Certificate-C25310F

Course Title	Hours						Grade	Semester	Remarks
	Lecture	Lab	Clinical	Contact	Credit				
1st Term									
Spring									
MED 121	Medical Terminology I	3	0	0	3	3			
OST 161	Medical Ofc Procedures	2	2	0	4	3			
2nd Term									
Fall									
OST 148	Medical Ins. & Billing	3	0	0	3	3			
OST 247	Procedure Coding	2	2	0	4	3			
OST 248	Diagnostic Coding	2	2	0	4	3			
Total						15			

Patient Service Representative Certificate-C25310H

Course Title	Hours						Grade	Semester	Remarks
	Lecture	Lab	Clinical	Contact	Credit				
1st Term									
Fall									
MED 121	Medical Terminology I	3	0	0	3	3			
OST 164	Office Editing	3	0	0	3	3			
OST 148	Medical Ins. & Billing	3	0	0	3	3			
2nd Term									
Spring									
OST 188	Issues In Ofc Admin.	3	0	0	3	3			
OST 165	Adv. Office Editing	2	2	0	4	3			
OST 263	Healthcare Customer Rel.	2	2	0	4	3			
Total						18			

General Medical Office Certificate-C25310G

Course Title	Hours						Grade	Semester	Remarks
	Lecture	Lab	Clinical	Contact	Credit				
1st Term									
Spring									
MED 121	Medical Terminology I	3	0	0	3	3			
OST 131	Keyboarding	1	2	0	3	2			
OST 161	Medical Ofc Procedures	2	2	0	4	3			
OST 281	Emerging Issues/Med Ofc	3	0	0	3	3			
CIS 110	Intro to Computers	2	2	0	4	3			
Total						14			