**Medical Office Administration**

**Developmental Courses if Needed**

**ENG 025 \_\_\_\_ MAT 025 \_\_\_\_ MAT 035 \_\_\_\_**

**Student Educational Plan**

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| **Associate in Applied Science** |
| **Fall Semester - 1st Year** |
| ACA 122 | College Transfer Success | 1 |
| ENG 111 | Writing and Inquiry | 3 |
| OST 134 | Text Entry & Formatting | 3 |
| OST 164 | Office Editing | 3 |
| Med Term | MED 121 or OST 141 | 3 |
| OST 149 | Medical Legal Issues | 3 |
| **Spring Semester – 1st Year** |
| CIS 110 | Introduction to Computers | 3 |
| CTS 130 | Spreadsheets | 3 |
| OST 136 | Word Processing | 3 |
| Med Term  | MED 122 or OST 142 | 3 |
| OST 281 | Emer Issues in Med. Office | 3 |
| MAT  | Take MAT 110 or 143  | 3-4 |
| **Fall Semester – 2nd Year** |
| OST 148 | Med. Insurance & Billing | 3 |
| OST 247 | Procedure Coding | 3 |
| OST 248 | Diagnostic Coding | 3 |
| OST 286 | Professional Development | 3 |
| COM  | COM 120 or COM 231 | 3 |
| **Spring Semester – 2nd Year** |
| OST 184 | Records Management | 3 |
| OST 249 | Med. Coding Cert. Prep | 3 |
| OST 288 | Med. Office Adm. Capstone | 3 |
| HUM/FA | HUM 110, HUM 115, or PHI 240 | 3 |
| PSY 150 | General Psychology | 3 |
| WBL 111 | Work Based Learning | 1 |
| **65 TOTAL CREDIT HOURS** |

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| **Diploma** |
| **Fall Semester - 1st Year** |
| ACA 122 | College Transfer Success | 1 |
| ENG 111 | Writing and Inquiry | 3 |
| Med Term | MED 121 or OST 141 | 3 |
| OST 148 | Med. Insurance & Billing | 3 |
| OST 149 | Medical Legal Issues | 3 |
| OST 164 | Office Editing | 3 |
| OST 286 | Professional Development | 3 |
| **Spring Semester – 1st Year** |
| CIS 110 | Introduction to Computers | 3 |
| GEN ED | HUM 110, HUM 115, PHI 240 or PSY 150 | 3 |
| OST 136 | Word Processing | 3 |
| Med Term  | MED 122 or OST 142 | 3 |
| OST 184 | Records Management | 3 |
| OST 281 | Emer Issues in Med. Office | 3 |
| **37 TOTAL CREDIT HOURS** |

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| **Medical Office Administration Certificate** |
| OST 148 | Med. Insurance & Billing | 3 |
| Med Term | MED 121 or OST 141 | 3 |
| Med Term  | MED 122 or OST 142 | 3 |
| OST 136 | Word Processing | 3 |
| OST 184 | Records Management | 3 |
| OST 164 | Office Editing | 3 |
| **18 TOTAL CREDIT HOURS** |

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| **Electronic Health Records Certificate** |
| Med Term | MED 121 or OST 141 | 3 |
| OST 148 | Med. Insurance & Billing | 3 |
| OST 149 | Medical Legal Issues | 3 |
| OST 184 | Records Management | 3 |
| OST 281 | Emer Issues in Med. Office | 3 |
| **15 TOTAL CREDIT HOURS** |

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| **Medical Office Coding Certificate** |
| Med Term | MED 121 or OST 141 | 3 |
| OST 148 | Med. Insurance & Billing | 3 |
| OST 247 | Procedure Coding | 3 |
| OST 248 | Diagnostic Coding | 3 |
| OST 249 | Med. Coding Cert. Prep | 3 |
| **15 TOTAL CREDIT HOURS** |

# Note

# This is a guide only. Please speak to your student success representative for an official plan.

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| **Medical Office Receptionist Certificate** |
| OST 136 | Word Processing | 3 |
| Med Term | MED 121 or OST 141 | 3 |
| Med Term  | MED 122 or OST 142 | 3 |
| OST 149 | Medical Legal Issues | 3 |
| OST 281 | Emer Issues in Med. Office | 3 |
| OST 286 | Professional Development | 3 |
| **15 TOTAL CREDIT HOURS** |

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| **Patient Access Representative Certificate** |
| Med Term | MED 121 or OST 141 | 3 |
| Med Term  | MED 122 or OST 142 | 3 |
| OST 148 | Med. Insurance & Billing | 3 |
| OST 149 | Medical Legal Issues | 3 |
| OST 164 | Office Editing | 3 |
| OST 286 | Professional Development | 3 |
| **18 TOTAL CREDIT HOURS** |

