**Medical Office Administration**

**Developmental Courses if Needed**

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

**Student Educational Plan**

|  |  |  |
| --- | --- | --- |
| **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** | | |

|  |  |  |
| --- | --- | --- |
| **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** | | |

|  |  |  |
| --- | --- | --- |
| **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** | | |

|  |  |  |
| --- | --- | --- |
| **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** | | |

|  |  |  |
| --- | --- | --- |
| **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.

|  |  |  |
| --- | --- | --- |
| **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** | | |

|  |  |  |
| --- | --- | --- |
| **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** | | |

