

# Medical Office Administration

Associate in Applied Science - A25310

Medical Billing and Coding AAS

Marty Flynn - 252-789-0292

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TOTAL HOURS FOR CREDENTIAL				
Class	Lab	Clinic	Work	Credit
52	29	0	0	66

## Fall I

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
ACA 115 <i>OR</i> ACA 122	Success & Study Skills <i>OR</i> College Transfer Success			0	2	0	0	1
CIS 111 <i>OR</i> CIS 110	Basic PC Literacy <i>OR</i> Introduction to Computers			1 2	2 2	0 0	0 0	2 3
ENG 110 <i>OR</i> ENG 111	Freshman Composition <i>OR</i> Writing and Inquiry	See Catalog		3	0	0	0	3
MED 118 <i>OR</i> OST 149	Medical Law & Ethics <i>OR</i> Medical Legal Issues			2 3	0 0	0 0	0 0	2 3
MED 121 OST 130	Medical Terminology I Comprehensive Keyboarding			3 2	0 2	0 0	0 0	3 3
OST 148	Medical Insurance & Billing			3	0	0	0	3
<b>Semester Totals:</b>				<b>14</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>17</b>

## Spring I

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
MED 122	Medical Terminology II	MED 121		3	0	0	0	3
OST 136	Word Processing			2	2	0	0	3
OST 164	Office Editing			3	0	0	0	3
OST 247	Procedure Coding	MED 121		2	2	0	0	3
OST 248	Diagnostic Coding	MED 121		2	2	0	0	3
<b>Semester Totals:</b>				<b>12</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>15</b>

## Summer I

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
<b>Semester Totals:</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Fall II

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
ACC 120	Principles of Financial Accounting			3	2	0	0	4
CTS 130	Spreadsheet	CIS 110 or CIS 111		2	2	0	0	3
ENG 115 <i>OR</i> COM 231	Oral Communication <i>or</i> Public Speaking			3	0	0	0	3
OST 243	Medical Office Simulation	OST 148		2	2	0	0	3
	Humanities/Fine Arts Elective			3	0	0	0	3
<b>Semester Totals:</b>				<b>13</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>16</b>

## Spring II

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
MAT 110	Math Measurement & Literacy	See Catalog		2	2	0	0	3
OST 249	Medical Coding Certification Prep	OST 247 & OST 248		2	3	0	0	3
OST 260	Advanced Coding Methodology	OST 247 & OST 248		2	2	0	0	3
OST 280	Electronic Health Records	CIS 110 or CIS 111		2	2	0	0	3
OST 288	Med Office Admin Capstone	OST 148		2	2	0	0	3
	Social/Behavioral Sciences Elective			3	0	0	0	3
<b>Semester Totals:</b>				<b>13</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>18</b>

# Medical Office Administration

Associate in Applied Science -A25310

Patient Services Representative AAS

Marty Flynn - 252-789-0292

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TOTAL HOURS FOR CREDENTIAL				
Class	Lab	Clinic	Work	Credit
55	22	0	0	66

## Fall I

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
ACA 115 <i>OR</i>	Success & Study Skills <i>OR</i>							
ACA 122	College Transfer Success			0	2	0	0	1
ENG 110 <i>OR</i>	Freshman Composition <i>OR</i>							
ENG 111	Writing and Inquiry	See Catalog		3	0	0	0	3
MED 118 <i>OR</i>	Medical Law & Ethics <i>OR</i>			2	0	0	0	2
OST 149	Medical Legal Issues			3	0	0	0	3
MED 121	Medical Terminology I			3	0	0	0	3
OST 130	Comprehensive Keyboarding			2	2	0	0	3
OST 148	Medical Insurance & Billing			3	0	0	0	3
OST 286	Professional Development			3	0	0	0	3
<b>Semester Totals:</b>				<b>16</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>18</b>

## Spring I

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
BUS 260	Business Communication	ENG 110 or ENG 111		3	0	0	0	3
CIS 111 <i>OR</i>	Basic PC Literacy <i>OR</i>			1	2	0	0	2
CIS 110	Introduction to Computers			2	2	0	0	3
ENG 115 <i>OR</i>	Oral Communication <i>OR</i>							
COM 231	Public Speaking			3	0	0	0	3
MED 122	Medical Terminology II	MED 121		3	0	0	0	3
OST 136	Word Processing			2	2	0	0	3
OST 164	Office Editing			3	0	0	0	3
<b>Semester Totals:</b>				<b>15</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>17</b>

## Summer I

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
<b>Semester Totals:</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Fall II

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
ACC 120	Principles of Financial Accounting			3	2	0	0	4
BUS 121	Business Math			2	2	0	0	3
CTS 130	Spreadsheet	CIS 110 or CIS 111		2	2	0	0	3
MKT 223	Customer Service			3	0	0	0	3
OST 243	Medical Office Simulation	OST 148		2	2	0	0	3
	Humanities/Fine Arts Elective			3	0	0	0	3
<b>Semester Totals:</b>				<b>15</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>19</b>

## Spring II

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
MAT 110	Math Measurement & Literacy	See Catalog		2	2	0	0	3
OST 280	Electronic Health Records	CIS 110 or CIS 111		2	2	0	0	3
OST 288	Med Office Admin Capstone	OST 148		2	2	0	0	3
	Social/Behavioral Sciences Elective			3	0	0	0	3
<b>Semester Totals:</b>				<b>9</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>12</b>