Office Information Systems: Medical Office Specialist

Award Granted Upon Completion: Associate in Applied Science in Office Information Systems: Medical Office Specialist

Credits/Contacts Required: **60/61**

Major code: 03/383

CIP Code: 510706

Description

2014-2015 Catalog

The Medical Office Specialist program is designed to prepare students for entry-level employment in a variety of medical environments. This field of study develops medical office skills, knowledge, and attitudes sought by today's medical office employers. Medical office courses will provide skills in terminology, medical coding and insurance billing, electronic records, and healthcare documentation.

Upon completion of this program, students will be able to:

1. Proofread and edit business documents to ensure that they are free of errors and meet business mailability standards.
2. Demonstrate the ability to use word processing software in the creation, editing, and proper formatting of professional business documents.
3. Demonstrate the ability to navigate in and glean information from electronic spreadsheet and database documents.
4. Transcribe, proofread, and edit a variety of healthcare documents, according to AHDI guidelines.
5. Gather, analyze, and interpret specific medical and patient information in order to code procedures and diagnoses using CPT and ICD coding systems.
6. Demonstrate medical office procedures by using electronic systems for billing, coding, and scheduling appointments.
7. Maintain high standards of confidentiality in healthcare information and documentation.
8. Collect and organize documents highlighting individual job skills through the creation of a personal employment portfolio.

General Education Requirements – Min 15 credits

		Cr
ENGL-101	Rhetoric & Composition	3
BUSN-177	Mathematics of Business *	3
XXXX-xxx	Social & Behavioral Science -**OR-** Humanities Elective	3
XXXX-xxx	General Education Electives	6

Requirements – Min 45 credits **

		Cr
BUSN-195	Business Communications	3
CIS-121	Microsoft Excel •	1
CIS-122	Microsoft Access •	1
CIS-123	Microsoft PowerPoint •	1
HLTH-118	Medical Terminology I +	3
HLTH-119	Medical Terminology II +	2
OIS-150	Word Processing Applications + •	4
OIS-170	Electronic Medical Office Records	3
OIS-191	Business English & Proofreading +	3
OIS-218	Machine Transcription +	2
OIS-219	Healthcare Documentation	3
OIS-220	Medical Insurance Billing +	3
OIS-230	Medical Coding	3
OIS-250	Advanced Word Processing •	3
OIS-260	Office Technology & Procedures •	4
OIS-270	Health Information Management	3
XXXX-xxx	Approved Electives	3

Approved Electives (choose minimum of 3 credits)

BUSN-160	Introduction to Business	3
BUSN-250	Business Law I	3
CIS-115	Using Microsoft Windows	3
CIS-125	Business Technology Tools	2
OIS-108	Document Processing	2
OIS-117	Records Management	2
OIS-234	Desktop Publishing & Design	4
OIS-273	OIS Internship	3

Suggested Sequences Per Semester

		Cr / Ct
First Semester		
BUSN-177	Mathematics of Business *	3/3
HLTH-118	Medical Terminology I +	3/3
OIS-150	Word Processing Applications + •	4/4
OIS-191	Business English & Proofreading +	3/3
ENGL-101	Rhetoric & Composition	3/3
		16/16
Second Semester		
BUSN-195	Business Communications	3/3
CIS-121	Microsoft Excel •	1/1
CIS-122	Microsoft Access •	1/1
CIS-123	Microsoft PowerPoint •	1/1
HLTH-119	Medical Terminology II +	2/2
OIS-250	Adv Word Processing •	3/3
XXXX-xxx	Social & Behavioral Science -**OR-** Humanities Elective	3/3
		14/14
Third Semester		
OIS-170	Elec Medical Office Records +	3/3
OIS-218	Machine Transcription +	2/3
OIS-220	Medical Insurance Billing +	3/3
XXXX-xxx	General Education Electives	6/6
		14/15
Fourth Semester		
OIS-219	Healthcare Documentation	3/3
OIS-230	Medical Coding	3/3
OIS-260	Office Tech & Procedures •	4/4
OIS-270	Health Information Management	3/3
XXXX-xxx	Approved Elective(s)	3/3
		16/16

* Other mathematics credits may be accepted in the circumstances where a student has changed programs.

** Keyboarding proficiency is necessary for the successful completion of this degree. Students must complete keyboarding competency test or enroll in OIS-090, Beginning Keyboarding.

• These courses must be taken within five years of graduation to meet program requirements.

\+ These classes are prerequisites to other courses in the program. Failure to take them in the proper sequence may delay program completion.