

**MEDICAL**

**MET100 Medical Terminology  
3 Credits**

The purpose of this course is to provide the student with a medical vocabulary applicable to all specialties of medicine. The student will first master the art of building a medical vocabulary and then learn to apply it to the basic anatomy and physiology of the systems of the body. Prerequisite: ENG001 Developmental English or passed or exempted from the Reading and Writing sections of the COMPASS Exam (for students enrolled before January 2015); MET202 Introduction to Human Anatomy and Physiology for students enrolled after January 2015) (Office Technology / Medical Office option AOS)  
Pre or Corequisite: MET202 Introduction to Human Anatomy and Physiology (Emergency Care Management AOS)

**MET101A Medical Records Analysis  
2 Credits**

The purpose of this course is to provide students with skills to examine and evaluate medical documentation. The language used in all aspects of medicine will be developed including the understanding of documentation. Students will become familiar with the organization of the record, including the various forms and reports used to document patient progress. Identification of such items as the face sheet, discharge summary and other source documents will be stressed. Procedures in filing, numbering, retention of patient records, release of patient information, quantitative and qualitative analysis for the organization, as well as regulatory and accrediting agencies will be emphasized. Standards of the Department of Health and the Joint Commission on the Accreditation of Healthcare Organizations are discussed.

**MET103 Medical Mathematics  
4 Credits**

This course teaches the basic mathematical concepts and skills to be applied in the medical setting. Such topics include fractions, decimals, ratios and proportions, percentages, order of operations, and dilution and concentration. Emphasis is placed on applying mathematical principles and equations to medical situations.

**MET115 Medical Coding  
3 Credits**

This course provides the student with the basic principles of ICD-9-CM coding and classification systems, sequencing of codes and impact on reimbursement. Basic medical terminology and concepts related to national diagnostic codes, ICD-9-CM, used in standard health insurance industries and in billing procedures for doctor's offices, clinics, and hospitals will be emphasized.

Pre or corequisite: MET100 Medical Terminology

**MET120 Health and Nutrition  
3 Credits**

This course provides students with fundamental knowledge of health and nutrition. Topics of discussion include basic nutritional guidelines, basic pharmacology, exercise, and dieting. Particular focus is given to the changes in wellness needs as people age.

**MET130 Healthcare Safety and Ethics  
1 Credit**

The course focuses on the legal and ethical issues faced by healthcare administrators. Key concepts of administrative and medical record liability are addressed. Topics specifically concentrate on the basic legal principles, ethical issues, and common areas of liability and litigation as they pertain to healthcare settings. The course provides students with a foundation for addressing common challenges that may occur within a healthcare setting.

**MET200 Computerized Medical Billing  
1 Credit**

This course focuses on using Practice Fusion, an online comprehensive practice management software platform that includes charting, scheduling, and billing. The program allows students to build patient files, enter transactions, and manage claims. This major nationwide practice management program and computer based billing program are used to simplify the process of billing and filing insurance claims. Medical terms and codes are put to practical use in the processing and billing for services.

Corequisite: MET218 Medical Insurance Billing

**MET201 Medical Office Procedures  
3 Credits**

Medical Office Procedures is an introductory course to the daily functions and processes of a medical office. Topics include: job responsibilities, medical practice facilities and settings, professionalism, interpersonal communication, administrative procedures and the law, confidentiality/privacy issues, patient reception, general office equipment and supplies, written and electronic documents, telephone techniques, patient education, scheduling and managing appointments, patient registration, patient files, and processing mail. Computer proficiency will be emphasized and developed. Students will become skilled at managing specialized software used in medical offices. This course incorporates cognitive, psychomotor, and affective domains.

This course can be substituted by MET101A and MET200 for students pursuing the A.O.S. Degree Program in Office Technology (Medical Office Track), or substituted by BUS290 Organizational Behavior for students enrolled in the Certificate Program in Elder Care Administration before October 2013.

Prerequisites: MET100 Medical Terminology, COM100 Introduction to Computers.

**MET202 Introduction to Human Anatomy and Physiology  
3 Credits**

This course covers the basic structures and functions of the human body. It introduces and familiarizes students with the aspects of the Medical assistant profession. Some of the topics to be covered include: the structural units of the human body, the chemistry of living things, a review of cell processing, a review of individual body systems and functions of its parts, and an introduction to diseases and disorders of the human body.

**MET204 Patient Care and Well-being  
3 Credits**

This course will introduce the fundamental and practical teachings of proper patient care and wellness promotion. Emphasis is placed on the management and delivery of care. Topics of discussion include effective care of the elderly, the mentally ill, and individuals with developmental and/or physical disabilities. Personal care skills and comprehensive wellness education are also emphasized. This course identifies economic, social, and environmental factors that influence health.

**MET217    Advanced Medical Coding (formerly MET117)**  
**3 Credits**

This course emphasizes the billing cycle in an inpatient facility: the review and expanded discussion of managed care, public programs, and other health insurance systems are included. Students will be prepared to take standard certification examinations in coding and billing.

Prerequisite: MET115 Medical Coding

**MET218    Medical Insurance Billing**  
**3 Credits**

The purpose of this course is to introduce students to major nationwide medical insurance programs used to simplify the process of billing and filing insurance claim forms. Study of the principles and practice of insurance and reimbursement for outpatient, emergency department, physician office encounters, and inpatient settings are strongly emphasized. Medical terms and codes are put to use as related to the insurance systems. Detailed information on Health Maintenance Organizations (HMOs) and government programs and how they relate to medical billing activities are reviewed. Inpatient and outpatient cases are reviewed in order to identify issues of fraud and abuse.

Prerequisite: MET115 Medical Coding

**PSY199    Death, Dying, and Grieving**  
**2 Credits**

This course educates enrolled students in the psychological, social and emotional aspects of death and dying. Topics of discussion include living with the dying, suicide, death rituals, coping with loss, and grieving. Critical professional themes, such as euthanasia, biomedical issues, related healthcare services, and legal matters are also taught.

flow of patient information to the submission of the Health Insurance claim (UB-92), especially ICD-9 Volumes 1, 2, & 3, DRG, and HCPCS codes. Health insurance terminology will be strongly emphasized. A