

**A.O.S. Degree Program in Office Technology with Medical Office Option**  
HEGIS Code 5005

The Office Technology program is centered on supporting business operations. Students will acquire skills and competencies necessary to obtain entry-level employment in a business or medical office environment. Utilizing various software applications, students will develop proficiency in word processing, spreadsheets, presentation software, webpage formatting, basic networking, e-mail, office systems and procedures. Emphasis is placed on administrative support technology, business and medical office administration.

The Medical Office track curriculum aims to familiarize students with the procedures and document production of the modern doctor's office, clinic, or hospital office, and provide special preparation in medical terminology and codes for insurance processing and billing.

**\*Graduation Requirements:** Students must complete a minimum of 61 credits of required and elective courses with a minimum cumulative GPA of 2.0.

**REQUIREMENTS FOR THE A.O.S. DEGREE IN OFFICE TECHNOLOGY WITH MEDICAL OFFICE OPTION**

General Education Requirements		Credits	OFFICE TECHNOLOGY TRACK	MEDICAL OFFICE TRACK
			<b>Suggested Sequence of Courses</b>	<b>Suggested Sequence of Courses</b>
			<b>Semester 1</b>	<b>Semester 1</b>
CTC101	Critical Thinking	1	BUS188 Introduction to Business	3
ENG106	College English I	3	COM100 Introduction to Windows	3
ENG207	College English II or		CTC101 Critical Thinking	1
ENG208	The Contemporary		ENG106 College English I	3
	American Short Story	3	FRS100 Freshman Seminar	1
ILR101	Introduction to Information		ILR101 Introduction to Information	
	Literacy and Research Methods	1	Literacy and Research Methods	1
PSY104	Introduction to Psychology	3	SPE100 Speech Communication	3
SPE100	Speech Communication	3	Sub-total	15
<b>Requirements for the Major</b>			<b>Semester 2</b>	<b>Semester 2</b>
BUS197	Business Mathematics	3	ADM100 Administrative Management	3
BUS198	Business Communications	3	BUS102 Customer Service	
CAC104	Recordkeeping	3	Management	3
HRW100	Human Relations in		BUS197 Business Mathematics	3
	the Workplace	3	COM200 Business Applications of	
COM100	Introduction to Computers	3	Personal Computers	3
COM200	Business Applications of		NET100 Internet	1
	Personal Computers	3	OFFP104 Office Procedures	3
FRS100	Freshman Seminar	1	Sub-total	16
*PCD200	Professional Career		<b>Semester 3</b>	<b>Semester 3</b>
	Development and Management	3	BUS198 Business Communications	3
<b>Office Technology Track</b>			CAC104 Recordkeeping	3
*ADM100	Administrative Management	3	ENG207 College English II or	
BUS102	Customer Service		Short Story	3
	Management	3	HRW100 Human Relations in the	
BUS188	Introduction to Business	3	Workplace	3
OFFP104	Office Procedures	3	WEB100 Introduction to Web Design	3
WEB100	Introduction to Web Design	3	Sub-total	15
NET100	Internet	1	<b>Semester 4</b>	<b>Semester 4</b>
NET101	Introduction to Networking	3	PCD200 Professional Career	
	Elective(s)	6	Development and	
<b>Medical Office Track</b>			Management	3
MET100	Medical Terminology	3	PSY104 Introduction to Psychology	3
MET101	Medical Records Analysis	2	NET101 Introduction to Networking	3
MET115	Basic ICD-9-CM Coding	3	Elective(s)	6
MET119	Basic CPT Coding	3	Sub-total	15
MET170	Electronic Health Records	3	<b>Total Credits Required for the A.O.S. Degree</b>	<b>61</b>
MET130	Health Care Safety and Ethics	1	<b>in Office Technology with Med Office Option</b>	
MET200	Computerized Medical Billing	1	<b>Office Technology Track</b>	
MET201	Medical Office Procedures	3		
MET202	Basic Anatomy	3		
*MET218	Medical Insurance Billing	3		
Elective(s)				
(to be selected from approved electives or				
courses in other programs provided				
prerequisites and corequisites are met)				
*Capstone Course				

**Total Credits Required for the A.O.S. Degree**  
**in Office Technology with Med Office Option**  
**Medical Office Track** 61

## **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: MET202 Introduction to Human Anatomy and Physiology for students enrolled after January 2015

Pre or corequisite: MET202 (Emergency Care Management students only)

### **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 Basic ICD-9-CM 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, suggested MET202 Basic Anatomy and Physiology

### **MET119 Basic CPT Coding 3 Credits**

CPT (Current Procedural Terminology) and HCPCS (Healthcare Common Procedure Coding System) are the accepted coding methodologies to designate the medical services, procedures, and supplies that healthcare providers deliver to patients. The purpose of this course is to provide the student with the basic principles of CPT coding and the impact correct coding has on third-party reimbursement. Coding guidelines, sequencing, and applied medical terminology will be emphasized. An overview of managed care models and other health insurance systems is included.

Prerequisite: MET 202 Introduction to Basic Anatomy and Physiology, MET100 Medical Terminology, MET115 ICD-9-CM Coding

### **MET130 Healthcare Safety and Ethics 1 Credit**

This course will focus on the proper safety, legal and ethical concerns in healthcare and elderly care settings. Topics of discussion include customer care, ethical standards and principles, legal standards, professional boundaries, injury and prevention, environmental hazards, fire prevention and safety, risk, emergencies, and crisis management. Students will discuss the relationship between law and ethics and several common dilemmas in healthcare. The role of healthcare professionals and the tasks they must perform to comply with healthcare laws, standards and accepted ethics are also emphasized.

### **MET170 Electronic Health Records 3 Credits**

Electronic Health Records (EHR) is an introductory course designed to introduce the student to the basics of EHR records management. The course will provide the student with the opportunity to put administrative skills learned in previous coursework into practice in a simulated medical setting using an online EHR program that is currently being used in various medical facilities. The course uses Practice Fusion EHR. Computer proficiency will be emphasized and developed. Students will become skilled at utilizing specialized software used in medical offices. Upon successful completion of this course students will qualify to take the National Healthcare Association certification exam.

Prerequisite: COM100 Introduction to Computers, MET100 Medical Terminology

### **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.

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.

**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 and COM100 Introduction to Computers

