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.

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

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTC101 Critical Thinking</td>
<td>1</td>
</tr>
<tr>
<td>ENG106 College English I</td>
<td>3</td>
</tr>
<tr>
<td>ENG207 College English II or</td>
<td></td>
</tr>
<tr>
<td>ENG208 The Contemporary</td>
<td></td>
</tr>
<tr>
<td>American Short Story</td>
<td>3</td>
</tr>
<tr>
<td>ILR101 Introduction to Information</td>
<td></td>
</tr>
<tr>
<td>Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>PSY104 Introduction to Psychology</td>
<td></td>
</tr>
<tr>
<td>SPE100 Speech Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Requirements for the Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS197 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS198 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CAC104 Recordkeeping</td>
<td>3</td>
</tr>
<tr>
<td>HRW100 Human Relations in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>COM100 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>COM200 Business Applications of Personal Computers</td>
<td></td>
</tr>
<tr>
<td>FRS100 Freshman Seminar</td>
<td>1</td>
</tr>
<tr>
<td>*PCD200 Professional Career</td>
<td>3</td>
</tr>
<tr>
<td>Development and Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Office Technology Track

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ADM100 Administrative Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS102 Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>BUS188 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>WEB100 Introduction to Web Design</td>
<td>3</td>
</tr>
<tr>
<td>NET100 Internet</td>
<td>1</td>
</tr>
<tr>
<td>NET101 Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>Elective(s)</td>
<td>6</td>
</tr>
</tbody>
</table>

Medical Office Track

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET100 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MET101 Medical Records Analysis</td>
<td>2</td>
</tr>
<tr>
<td>MET115 Basic ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>MET119 Basic CPT Coding</td>
<td>3</td>
</tr>
<tr>
<td>MET170 Electronic Health Records</td>
<td>3</td>
</tr>
<tr>
<td>MET130 Health Care Safety and Ethics</td>
<td>1</td>
</tr>
<tr>
<td>MET200 Computerized Medical Billing</td>
<td>3</td>
</tr>
<tr>
<td>MET201 Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MET202 Basic Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>*MET218 Medical Insurance Billing</td>
<td>3</td>
</tr>
<tr>
<td>Elective(s)</td>
<td>(to be selected from approved electives or courses in other programs provided prerequisites and corequisites are met)</td>
</tr>
</tbody>
</table>

*Capstone Course

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.

Suggested Sequence of Courses

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>BUS188 Introduction to Business</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COM100 Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CTCT101 Critical Thinking</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>FRS100 Freshman Seminar</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>ILR101 Introduction to Information</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>SPE100 Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>ADM100 Administrative Management</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUS102 Customer Service Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS197 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COM200 Business Applications of Personal Computers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NET100 Internet</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>OFP104 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>BUS198 Business Communications</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CAC104 Recordkeeping</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG207 College English II or</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG208 The Contemporary American</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HRW100 Human Relations in the Workplace</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WEB100 Introduction to Web Design</td>
<td>3</td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>PCD200 Professional Career</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Development and Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSY104 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NET101 Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective(s)</td>
<td>6</td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

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

Suggested Sequence of Courses

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>CTC101 Critical Thinking</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENG106 College English I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FRS100 Freshman Seminar</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>ILR101 Introduction to Information</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>COM100 Introduction to Computers</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>MET100 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS197 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPE100 Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

| Semester 2 | ENG207 College English II or   | 3 |
|------------|ENG208 The Contemporary         | 3 |
|            | American Short Story           | 3 |
|            | COM200 Business Applications of Personal Computers | |
|            | MET100 Medical Terminology     | 3 |
|            | BUS197 Business Mathematics    | 3 |
|            | SPE100 Speech Communication    | 3 |
| Sub-total  |                                  | 15 |

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>MET101 Medical Records Analysis</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MET115 Basic ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MET201 Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS198 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CAC104 Recordkeeping</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MET130 Health Care Safety and Ethics</td>
<td>1</td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>MET119 Basic CPT Coding</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MET170 Electronic Health Records</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MET200 Computerized Medical Billing</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>MET218 Medical Insurance Billing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HRW100 Human Relations in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PCD200 Professional Career</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Development and Management</td>
<td>3</td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

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