

# Medical Office Administration (D25310)

## Degree Type

Diploma

## Credential Number

D25310

## General Education Requirements

### Communication

Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

### Natural Science/Math

Take 3 credits from

Item #	Title	Credits
BIO 163	Basic Anat & Physiology	5
MAT 110	Math Measurement & Literacy	3
MAT 121	Algebra/Trigonometry I	3
MAT 143	Quantitative Literacy <sup>n</sup>	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

## Major Requirements

### Required Course

Take 3 credits from

Item #	Title	Credits
OST 148	Med Ins & Billing	3

### Legal/Medical Ethics

Take 3 credits from

Item #	Title	Credits
OST 149	Medical Legal Issues	3

## Medical Office Management

Take 3 credits from

Item #	Title	Credits
OST 288	Medical Office Admin Capstone	3

## Medical Terminology

Take 1 of 2 Groups

Group 1 - Take 6 credits from

Item #	Title	Credits
OST 141	Med Office Terms I	3
OST 142	Med Office Terms II	3

Group 2 - Take 6 credits from

Item #	Title	Credits
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3

## Concentration Requirements

Take 12 credits from

Item #	Title	Credits
OST 247	Procedure Coding	3
OST 248	Diagnostic Coding	3
OST 249	Med Coding Certification Prep	3
OST 264	Medical Auditing	3

## Other Major Requirements

Take 3 credits from

Item #	Title	Credits
OST 286	Professional Development	3
PTE 119	Pathway to Employ-Business	3

### Course Sequencing

## 1st Semester (Fall)

Item #	Title	Credits
OST 148	Med Ins & Billing	3
PTE 119	Pathway to Employ-Business	3
	Medical Terminology 1st Choice	3
	Medical Terminology 2nd Choice	3

## 2nd Semester (Spring)

Item #	Title	Credits
OST 247	Procedure Coding	3
OST 248	Diagnostic Coding	3
	Natural Science/Math Choice (D25310)	3-5

## 3rd Semester (Summer)

Item #	Title	Credits
OST 149	Medical Legal Issues	3

## 4th Semester (Fall)

Item #	Title	Credits
ENG 111	Writing and Inquiry	3
OST 249	Med Coding Certification Prep	3
OST 264	Medical Auditing	3
OST 288	Medical Office Admin Capstone	3
	<b>Total Credits</b>	<b>36</b>