

# MEDICAL OFFICE TECHNOLOGY

## Associate in Applied Science and Certificate

Not accepting new students into this program for the current academic year.

This program prepares students with necessary skills to seek employment in the medical office secretarial and clerical fields. The program is designed to prepare students for positions in medical transcription, medical coding, and medical office assisting.

			<u>Credits</u>
ENGL	111G	Rhetoric and Composition	4
C S	110	Computer Literacy	3
COLL	101	College Success	1
COMM	265G	Principles of Human Communication	3
	<b>OR</b>	COMM 253G Public Speaking	
NURS	150	Medical Terminology	3
OEHO	100	Applied Human Biology	3
	<b>OR</b>	BIOL 101G Human Biology	
OECS	215	Spreadsheet Applications	3
PSY	201G	Introduction to Psychology	3
	<b>OR</b>	SOC 101G Introductory Sociology	
BOT	101*	Keyboarding: Basics	3
BOT	102	Keyboarding: Document Formatting	3
BOT	106	Business Mathematics	3
BOT	110	Records Management	3
BOT	203	Office Equipment and Procedures I	3
BOT	208	Medical Records and Procedures	3
BOT	213	Word Processing I	3
BOT	214	Word Processing II	3
BOT	220	Internship in Business Office Tech	2
BOT	220	Internship in Business Office Tech	2
BOT/OECS/BMGT		Elective	3
		Concentration area (see below)	15
<b>Total Credits Required</b>			<b>69</b>

### Areas of Concentration Medical Transcription

BOT	202	Keyboarding Document Production	3
BOT	223	Medical Transcription I	3
BOT	225	Medical Transcription II	3
BOT	228	Medical Insurance Billing	3
BOT	249	CPT Coding I	3

### Medical Coding

BOT	202	Keyboarding Document Production	3
BOT	223	Medical Transcription I	3
BOT	228	Medical Insurance Billing	3
BOT	249	CPT Coding I	3
BOT	259	CPT Coding II	3

### Medical Office Assistant

BOT	202	Keyboarding Document Production	3
BOT	223	Medical Transcription I	3
BOT	228	Medical Insurance Billing	3
BOT	239	Personal Development	3
BOT	249	CPT Coding I	3

\* BOT 101 waived with one year or more of high school typewriting. When a 3-credit course is waived, three additional approved elective credits are required.

\* Internship must be in a medical office setting.

**A grade of C or better is required in all courses for degree and certificates.**

## Certificate in Medical Office Administration

This certificate program is designed to prepare students to work in medical offices at an entry level in processing medical records and insurance forms.

**Prerequisite:** One Semester of Typing or 35 wpm ability or BOT 101

			<u>Credits</u>
COLL	101	College Success	1
BOT	102	Keyboarding: Document Formatting	3
BOT	106	Business Mathematics	3
BOT	110	Records Management	3
BOT	203	Office Equipment and Procedures I	3
BOT	205	Microcomputer Accounting I	3
BOT	208	Medical Records and Procedures	3
BOT	213	Word Processing I	3
BOT	220	Internship in Business Office Technology	2
BOT	223	Medical Transcription I	3
BOT	249	CPT Coding I	3
ENGL	111G	Rhetoric and Composition	4
NURS	150	Medical Terminology	3
<b>Total Credits Required</b>			<b>37</b>