

MEDICAL OFFICE TECHNOLOGY

Associate of Applied Science Degree

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	110G Computer Literacy	3
COMM	265G Principles of Human Communication	3
	OR COMM 253G Public Speaking	
NURS	150 Medical Terminology	3
OEHO	100 Applied Human Biology	3
OECS	215 Spreadsheet Applications	3
PSY	201G Introduction to Psychology	3
	OR 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/OEBU	Elective	3
Concentration area (see below)		15

Total Credits Required **68**

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 Machine 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.

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>
Required Courses		
ENGL	111G Rhetoric and Composition	4
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
NURS	150 Medical Terminology	3
Total Credits Required		36