

Individual Graduation Plan
A25310 – Medical Office Administration
 Fall 2017

Student Name: _____

Student No: _____

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents. Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum. Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams

Developmental Requirements

(Some developmental requisites may be waived based on placement scores, course selection, etc.)

Year	Semester	Grade	Course Number and Title	Hrs	Prerequisites	Corequisites	
			CIS 070	Fundamentals of Computing	1		
			DMA 010	Operations with Integers	1		
			DMA 020	Fractions and Decimals	1*	DMA 010	
			DMA 030	Propor/Ratio/Rate/Percent	1*	DMA 010 and 020	
			DMA 040	Express/Lin Equat/Inequal	1*	DMA 010, 020 and 030	
			DMA 050	Graphs/Equations of Lines	1*	DMA 010, 020, 030 and 040	
			DMA 065	Algebra for Precalculus	2*	DMA 010, 020, 030, 040, and 050	
			DRE 096	Integrated Reading and Writing	3		
			DRE 097	Integrated Reading Writing II	3*	DRE 096	
			DRE 098	Integrated Reading Writing III	3*	DRE 097	

Curriculum Program Requirements

Year	Semester	Grade	Course Number and Title	Hrs	Prerequisites	Corequisites	
1st Semester							
			ACA 115	Success & Study Skills	1		
			OST 136	Word Processing	3		
			OST 148	Med Ins & Billing	3		
			OST 184	Records Management	3		
			_____	Medical Terminology Choice <i>(Choose from OST 141 or MED 121)</i>	3		
			_____	Medical Terminology Choice <i>(Choose from OST 142 or MED 122)</i>	3	Varies	
2nd Semester							
			BIO 163	Basic Anat & Physiology	5*	DRE 097	
			CIS 110	Introduction to Computers	3		
			ENG 111	Writing and Inquiry	3*	DRE 098	CIS 070 or CIS 110
			OST 247	Procedures Coding	3		

3 rd Semester						
			OST 149	Medical Legal Issues	3	
			_____	Social/Behavioral Sciences Choice (Choose from ECO 251, ECO 252, POLI20 or PSY 150)	3*	DRE 096
4 th Semester						
			OST 164	Office Editing	3	
			OST 243	Med Office Simulation	3	OST 148
			OST 248	Diagnostic Coding	3	MED 121 or OST 141
			_____	Humanities/Fine Arts Choice (Choose from ART 111, ART 114, ART 115, MUS 110 or PHI 240)	3*	Varies
			_____	Mathematics Choice (Choose from MAT 143, MAT 152, Or MAT 171)	3*	Varies
5 th Semester						
			OST 249	Med Coding Certification Prep	3	OST 247 and OST 248
			OST 264	Medical Auditing	3	OST 247 and OST 248
			OST 286	Professional Development	3	
			OST 288	Medical Office Admin Capstone	3	OST 148
			_____	Communication Choice (Choose from COM 231 or ENG 112)	3*	Varies
TOTAL PROGRAM HOURS REQUIRED =					66	
Total Developmental Hours Required * =						
Total Hours Required =						
* Hours may be required as indicated by placement scores increasing the number of semester hours required for program completion.						
Notes:						
_____					_____	
<i>Student Signature</i>					<i>Date</i>	
_____					_____	
<i>Advisor/Counselor Signature</i>					<i>Date</i>	