

HEALTH CARE OFFICE ADMINISTRATION: MANAGING, CODING, AND BILLING

Certificate Program

The certificate program in Health Care Office Administration: Managing, Coding, and Billing will offer both employees in the field and newly graduated high school students educational opportunity in health care office administration. The curriculum will develop students' communication, interpersonal and business management skills; provide a broad understanding of the ways in which society deals with health and disease, with selected exercises in physiology and anatomy; and provide instruction in medical office procedures, computer use, coding and billing, including a cooperative education experience.

GENERAL EDUCATION CORE REQUIREMENTS		Credits
EN-101	English Composition I or	
EN-103	Writing for the New Media.....	3
		Sub-total 3
REQUIREMENTS FOR THE MAJOR		
BI-520	Public Health Science	4
BU-850	Fundamentals of Microsoft Windows.....	1
BU-903	Medical Office Procedures	3
BU-907	Word/Information Processing Using Microsoft Word for Windows	3
BU-909	Cooperative Education in Business.....	3
BU-914	Current Issues in Health Care Administration.....	3
BU-916	Medical Coding and Billing	3
<i>Two courses selected from the following (dependent on typing ability):</i>		4
BU-801*	Typewriting/Keyboarding I †	
BU-802	Typewriting/Keyboarding II	
BU-803	Advanced Typewriting/Keyboarding	
<i>Choose three credits</i>		3
BI-150	Organization & Delivery of Health Care	
BI-403	Medical Terminology	
HE-101or 102 or 110	(see course descriptions)	
SS-640	Medical Ethics	
		Sub-total 27
Total Credits Required		30



MEDICAL OFFICE ASSISTANT Certificate Program

The modern medical office requires individuals trained in medical facility procedures, as well as administrative, technical, and secretarial skills. The Medical Office Assistant Certificate program combines medical secretarial skills with study of basic biological principles, public health sciences, and medical office clinical procedures.

Many *career opportunities* are available in the medical office assistant field. Graduates of this program will find they have a special advantage when seeking employment in physicians' offices, hospitals, clinics, and health maintenance organizations. Students also have the opportunity to gain on-the-job experience (see BI-950, 951, 952, Medical Office Assistant Field Experience; BI-953, 954, Cooperative Education in Medical Assisting; BU-909, Cooperative Education in Business).

The majority of the courses are offered in both the day and evening sessions. All courses carry college credit and may be applied toward an Associate or Bachelor's degree.

Students are advised to check course descriptions for prerequisites and corequisites.

For further information, students should contact the Department of Biological Sciences and Geology or the Department of Business.

GENERAL EDUCATION CORE REQUIREMENTS		Credits
EN-101	English Composition I	3
BI-110	Fundamentals of the Life Sciences	3
		Sub-total 6
REQUIREMENTS FOR THE MAJOR		
BI-340†	Assisting in the Medical Office: Clinical Testing Procedures	2
BI-341†	Assisting in the Medical Office: Medical Assisting Procedures	2
BI-520	Public Health Science	4
BU-903	Medical Office Procedures.....	3
BU-907	Word/Information Processing Using Microsoft Word for Windows	3
<i>Two courses selected from the following (dependent on typing ability):</i>		4
BU-801*	Typewriting/Keyboarding I †	
BU-802	Typewriting/Keyboarding II	
BU-803	Advanced Typewriting/Keyboarding	
		Sub-total 18
ELECTIVES		
Advised electives**.....		3
Free electives.....		3
		Sub-total 6
Total Credits Required.....		30

† Not offered in the Fall Semester.

* Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) and BU-803 (Advanced Typewriting/Keyboarding). Students should seek advisement from the Department of Business.

** Advisement is a cooperative effort by the Department of Business and the Department of Biological Sciences and Geology, and is conducted in line with the student's background, interests, and goals.