

MEDICAL OFFICE SPECIALIST EDUCATIONAL OBJECTIVES

The objective of the Medical Office Specialist Program is to prepare the student for an entry-level position within a medical office or similar environment. This may include job duties such as medical records clerk, accounting clerk, medical transcriptionist, medical biller/coder, collector, clinical secretary, clinical coordinator, intake coordinator, medical registrar, customer service representative, insurance verification clerk, medical receptionist, patient registrar, admissions coordinator, unit clerk, scheduler, front office clerk, general clerk, or admittance clerk in a medical office, insurance office, hospital/clinic, and other businesses. Students of the Medical Office Specialist

Program are also prepared for entry-level positions within small, medium, and large businesses which may include administrative assistant, administrative secretary, bookkeeper, claims specialist, dispatcher, receptionist, file clerk, customer service, and data entry clerk.

PROGRAM LENGTH

FULL-TIME day students should complete the program in approximately nine to ten months.

PART-TIME night students should complete the program in approximately 20 to 22 months.



Photo taken at ACI Campus

CURRICULUM

Course Number	Subject	Theory Contact Hrs	Lab Hours	Externship Contact Hrs	Quarter Credit Hours
MS101	Beginning Keyboarding	6	54	0	3
MS104	Computer Spreadsheet / Lab	10	50	0	3.5
MA140	Medical Terminology	60	0	0	6
MS150	Anatomy / Physiology	60	0	0	6
MS200	Intermediate Keyboarding	0	40	0	2
MS210	Introduction to Computers and Word Processing I	42	18	0	4.5
MS300	Computer Check Register App.	30	30	0	4.5
MS301	Advanced Keyboarding	0	30	0	1.5
MS302	Proofreading for Professionals	55	0	0	5.5
MS303	Insurance Claims & Collections	46	14	0	5
MS330	Medical Office Practice	10	30	0	2.5
MS400	Career Development	18	2	0	1.5
MS401	Beginning Medical Transcription	12	48	0	3
MS410	Pathology & Disease Process	30	30	0	4.5
MS420	ICD-9 & CPT Coding	30	30	0	4.5
MS430	Patient Services / Exam Prep	55	0	0	5.5
MS450	Medical Law & Ethics	60	0	0	6
SUBTOTALS		524	376		
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION					69
TOTAL CLOCK HOURS REQUIRED FOR COMPLETION					900

DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours

MS10160/3

BEGINNING KEYBOARDING

30 net wpm. This subject introduces the student to keyboarding basics.

(Prerequisite: None)

MS10460/3.5

COMPUTER SPREADSHEET & LAB

This course prepares the student to work with computer spreadsheet software in a career setting or for personal use. The student will process, manipulate, and represent numeric data using spreadsheet software. This course also includes basic principles of accounting.

(Prerequisite: MS 210)

MS41060/4.5

PATHOLOGY & DISEASE PROCESS

This course presents an integrated approach to pathogenic processes of anatomical systems. The systems include, but are not limited to, integumentary, skeletal, muscular, nervous, circulatory, immune, respiratory, digestive, endocrine, special senses, urinary, and reproductive. Pharmacokinetics is also introduced with emphasis on the action of drugs on the body. Upon completion of this course, students will be able to identify disease processes of these systems to determine environmental and genetic conditions that affect the human body.

(Prerequisite:MS150)

MS30255/5.5

PROOFREADING FOR PROFESSIONALS

This subject introduces the student to basic proofreading tools necessary in the legal, medical, and business fields. Students will learn four proofreading techniques as well as the proofreaders' marks. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions, transpositions, and spelling. Students will be able to correct errors of this kind in any type of document.

(Prerequisite: None)

MA14060/6

MEDICAL TERMINOLOGY

This course covers the pronunciation, spelling, and usage of medical terms and abbreviations. Topics include building medical terms using word roots, suffixes, prefixes, and combining forms. Emphasis is placed on medical abbreviations, definitions, pro-

nunciation, and spelling of terms. Upon successful completion of this course, students will be able to use medical terms and abbreviations and pronounce medical terminology.

(Prerequisite: None)

MS43055/5.5

PATIENT SERVICE/EXAM PREP.

This subject introduces the student to the culture of the health care field as it relates to patient care and customer service. Students will also prepare to take the National Healthcareer Association Certification Exam. Upon completion of this subject, students will be able to treat patients in a kind and professional manner in a health care setting, respond properly to health care related customer service requests, communicate effectively with patients, doctors, insurance companies, and co-workers, use a 10-step approach in problem solving, take responsibility for their own actions, be prepared for certification testing by the National Health career Association.

(Prerequisite: MS140, MS150, MS303)

MS15060/6

ANATOMY / PHYSIOLOGY

This course presents an integrated approach to the human body. Topics include the structural makeup and function of each body system and the organic process of living organisms. Upon successful completion of this course, students will be able to separate and identify the parts of the human body to ascertain their position, anatomy, and function and to determine healthy organic processes.

(Prerequisite: MA 140)

MS20040/2

INTERMEDIATE KEYBOARDING

40 net wpm. This subject provides continued study of touch typing, speed building, and accuracy.

(Prerequisite: MS101)

MS21060/4.5

INTRODUCTION TO COMPUTERS AND WORD PROCESSING I

This subject introduces the student to basic computer operations. The student will learn how to create, format, edit, save, print, and manage documents using word processing software (Microsoft Word).

(Prerequisite: None)

DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours
MS30060/4.5

COMPUTER CHECK REGISTERED APP.

The student will learn basic check register skills on the computer including creating an account, vendor categories, writing checks, account reconciliation, account transfers, and generating financial reports using Quicken/ QuickBooks, or similar software.

(Prerequisite: None)

MS30130/1.5

ADVANCED KEYBOARDING

Objective: 50 wpm. This subject emphasizes speed and accuracy using the computer keyboard.

(Prerequisite: MS200)

MS30360/5

INSURANCE CLAIMS AND COLLECTIONS

This course provides the student with an understanding of the process of completing and filing insurance claims and collecting payment for services.

(Prerequisite: None)

MS33040/2.5

MEDICAL OFFICE PRACTICE

This subject provides lecture and lab in computerized applications used in the medical office. Students will learn the medical manager or Medisoft medical office program and its applications. This course includes simulated situations.

(Prerequisite: None)

MS40020/1.5

CAREER DEVELOPMENT

This subject is designed to assist the student in obtaining a job after graduation. The student learns how to create a resume, prepare for a successful job interview, and dress appropriately for the business office.

(Prerequisite: None)

MS40160/3

BEGINNING

MEDICAL TRANSCRIPTION

This course teaches students the medical transcription techniques, technologies, and editing skills needed to prepare to work in the medical transcription profession. The main objective is to provide the students with knowledge of the content and formats

of medical reports typically dictated in clinics, hospitals, and hospital ancillary and support facilities. Progressive transcription skill building is achieved through medical specialty-based patient studies.
(Prerequisites: MS 101, MS 210, MS 410)

MS42060/4.5

ICD-9 & CPT CODING

This subject provides the student with an understanding of the process of CPT and ICD-9 coding using source documents. Upon completion of this subject, students will be able to recognize the difference between ICD-9 and CPT Codes; recognize and use coding manuals; read and decipher source documents for coding; assign ICD-9 Codes using source documents; assign HCPCS Codes using source documents.

(Prerequisite: MS140 & MS303)

MS450 60/6

MEDICAL LAW & ETHICS

The student will learn to acquaint himself with the standards of ethical conduct toward patients, colleagues, and other members of the medical team. Legal responsibility, professional liability, licensing, contracts, risk management, and other applications of law in medicine will be included.

(Prerequisite: None)