

Associate of Science in Office Systems with Medical Billing

Credits: 64

Program Description

The Associate Degree in Office Systems with Medical Billing will enable students to acquire the knowledge and skills to work in an environment of automated medical office. It will specialize in the use of medical terminology, procedures and medical office management and processes to perform medical billing transactions efficiently.

Program Outcomes

1. Interact effectively and professionally in oral and written communications.
2. Demonstrate positive interpersonal interactions and model professional and ethical behaviors as a part of the health care team.
3. Utilize technology proficiently for administrative tasks in the health care environment, such as patient and practice financial systems, electronic health records, and general office technology.
4. Apply knowledge of health care finance, medical billing and reimbursement, medical coding criteria, and medical transcription pertinent to the outpatient health care setting.
5. Exhibit respect and openness for diverse perspectives found in the health care industry and demonstrate understanding of cultural differences in both patients and colleagues.
6. Demonstrate fluency with medical terminology in clinical and business settings.
7. Apply ethical, legal, and regulatory knowledge in all settings.

Program sequence will be available at the time of enrollment.

The language of instruction and program delivery modality are subject to availability.



Associate of Science in Office Systems with Medical Billing 64 credits Curriculum

QYLE 110 or FYIS 101	Attitude Development and University Adaptation or Induction Seminar for University Life	3	
General Education Courses			
Course	Title	Credits	Prerequisites
Pick 1 GE* OR SPAN 101 or SPAN 103 or SPAN 105	Pick one (1) of the Approved General Education Electives OR Introduction to Spanish Language – Basic Level or Introduction to Spanish Language – Intermediate Level or Introduction to Spanish Language – Advanced Level	3	
ENGL 150 or ENGL 101 or ENGL 103 or ENGL 105	English Composition I or Introduction to English – Basic Level or Introduction to English – Intermediate Level or Introduction to English – Advanced Level	3	
MATH 112ON	College Algebra	3	
COIS 101	Introduction to Computers	3	
SOSC 111	Individual, Community, Government and Social Responsibility I	3	
	Total	15	
Major Courses			
Course	Title	Credits	Prerequisites
OSMB 101	Accounting for Medical Billing	3	
BIOT 106	Anatomy and Physiology	4	
OSMB 100	Medical Terminology	3	
OSMB 102	Billing	3	OSMB 100
OSMB 103	Coding	3	OSMB 100
OSMB 104	Billing Audit	3	OSMB 102, OSMB 103
OSMB 105	Legal and Administrative Procedures	3	OSMB 102
OSMB 106	Electronic Billing	3	COIS 101, OSMB 102, OSMB 103
OSMB 107	Electronic Medical Records	3	COIS 101, OSMB 102
OSMB 108	Integrated Applications	3	COIS 101
OSMB 109	Introduction to Database Management	3	COIS 101
OSMB 110	Introduction to Office System Technology	3	COIS 101
OSMB 111	Medical Transcription	3	COIS 101
OSMB 113	Coding of Services and Procedures	3	COIS 101, OSMB 100
OSMB 114	Health, Safety, Medical Law and Ethics	3	
	Total	46	
	Total Credits	64	

Approved General Education Electives*			
Course	Title	Credits	Prerequisites
SPAN 110	Elementary Spanish	3	
REIL 101	Research and Information Literacy	3	
BIOL 150	General Biology I	3	
BIOL 151	General Biology II	3	BIOL 150
COMM 205	Communication Theory	3	
COMM 210	Legal and Ethical Aspects of Communications	3	COMM 205
HIDE 110	Representing Culture: Art & Artifact 1500-1850	3	HIDE 100
HIST 273	History of the United States of America	3	

Notes:

1. This program may be offered in English or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences, as applicable.
3. Students must comply with state and local education certification requirements for the diploma program, as applicable.
4. Additionally, all students are prepared to sit for the Certified Professional Coder and/or Certified Professional Biller certification exams at the end of the program.
5. Graduation GPA: 2.00