

# BUSINESS TECHNOLOGY: MEDICAL OFFICE MANAGEMENT CONCENTRATION, ASSOCIATE OF APPLIED SCIENCE

The Business Technology Program prepares students for positions in business and industry. This track prepares students specifically for the health services industry and provides exposure to a broad range of business theory and skills with an emphasis on Medical Office Management.

## Program Outcomes:

- Students use proper medical terms.
- Students evaluate administration of medical organizations.
- Students demonstrate managerial skills.
- Students demonstrate accurate CPT skills.
- Students demonstrate accurate ICD-10 skills.

Code	Title	Hours
<b>General Education Requirements</b>		
ENGL 1010	English Composition I <sup>1</sup>	3
MATH 1300	College Algebra	3
Any Humanities course other than SPCH or Foreign language		3
ECON 2000	Microeconomics <sup>2</sup>	3
	or ECON 2020 Macroeconomics	
BIOL 1100	General Biology I <sup>3</sup>	3
BIOL 1110	General Biology I Lab	1
<b>Major Courses <sup>4</sup></b>		
BUSN 1100	Introduction to Business	3
BUSN 2400	Business Communication	3
BIOL 2300	Human Anatomy & Physiology I	3
BIOL 2310	Human Anatomy & Phys I Lab	1
BIOL 2400	Human Anatomy & Phys II	3
BIOL 2410	Human Anatomy & Phys II Lab	1
BUSN 1150	Survey of Microcomputer App	3
HSOM 1020	Medical Terminology I	3
HSOM 1030	Medical Terminology II	3
HSOM 1110	Basic CPT Coding	3
HSOM 2010	Legal Aspects of Medical Ofc	3
HSOM 2050	Medical Office Management	3
HSOM 2090	Advanced Medical Coding	3
HSOM 2150	Reimbursement/Patient Billing	3
HSOM 2600	Human Disease for Allied Hlth	3
HSOM 2700	Basic ICD-10CM Coding	3
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Must earn a grade of "C" or better.

<sup>2</sup> Satisfies the Social Science requirement.

<sup>3</sup> Satisfies the Natural Sciences requirement.

<sup>4</sup> Must earn a "C" or better in each. At least 21 credit hours must be earned in residence.

Note: According to AHIMA (<http://www.ahima.org>) students completing this program meet the following requirements to sit for the AHIMA Certified Coding Associate (CCA®) exam:

*"Completion of other coding training programs that include Anatomy and Physiology, Medical Terminology, Basic ICD, Diagnostics and Procedural, and Basic CPT Coding."*

Note: In addition, students may take the CBCS (Certified Billing and Coding Specialist) exam offered on campus through the National Healthcare Association.