

Degree Description

This program prepares students for employment and advancement as an administrative professional in a medical office setting. Students will learn basic office procedures, including record keeping, as well as insurance coding, medical terminology, and pharmacology.

Marketable Skills: 1. Communication Skills- Apply basic rules of grammar; utilize terminology applicable to business writing, speaking, and presentations. 2. Teamwork- Work as a team to complete group projects and reach goals. by considering different points of view and working with others 3. Time Management- Develop skills needed to complete tasks and meet deadlines. 4. Critical Thinking- Make decisions and apply ethical standards using creative thinking, innovation, inquiry, and analysis of information. 5. Records Management- Use database software to create and maintain electronic records as well as apply records management theories to hard copy records.

Semester I	Hours
POFT 1309 Administrative Office Procedures I	3 hours
HITT 1213 Coding & Insurance	2 hours
HPRS 1206 Essentials of Medical Terminology <i>OR</i> HITT 1205 Medical Terminology I	2 hours
HITT 1249 Pharmacology	2 hours
	9 hours

Total hours: 9 hours

Course Descriptions

POFT 1309 Administrative Office Procedures I

Studies current office procedures, duties, and responsibilities applicable to an office environment including telephone skills, time management, travel and meeting arrangements, mail processing, human relations and interview skills. Semester Hours 3 (3 lec)

HITT 1213 Coding & Insurance

Presents an overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services. Semester Hours 2 (1 lec/2 lab)

HPRS 1206 Essentials of Medical Terminology

A study of medical terminology, word origin, structure, and application. Semester Hours 2 (2 lec)

HITT 1205 Medical Terminology I

Introduces the study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Semester Hours 2 (2 lec)

HITT 1249 Pharmacology

Presents an overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Identifies the drugs associated with the treatment process and examines drug therapy, dosages, actions, and drugs administration routes. Emphasis on drug interactions with each body system, pharmaceutical medical terminology, and generic and trade names of drugs. Offered only in fall semester. Semester Hours 2 (2 lec)
