

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: . Communication Skills- Apply basic rules of grammar; utilize terminology applicable to business writing, speaking, and presentations . Teamwork- Work as a team to complete group projects and reach goals by considering different points of view and working with others . Time Management- Develop skills needed to complete tasks and meet deadlines . Critical Thinking- Make decisions and apply ethical standards using creative thinking, innovation, inquiry, and analysis of information . Software Integration- Produce documents, spreadsheets, databases, and presentations using Microsoft Office software . Desktop Publishing- Use publishing software to create finished documents and forms . Records Management- Use database software to create and maintain electronic records as well as apply records management theories to hard copy records . Customer Service- Apply principles and processes of customer service, including assessing customer needs, quality standards, and customer satisfaction

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 1311 Health Information Systems <i>OR</i> HITT 1301 Health Data Content & Structure	3 hours
	10 hours

Total hours: 10 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 1311 Health Information Systems

Introduces health IT standards, health-related data structures, software applications and enterprise architecture in health care and public health. Semester Hours 3 (2 lec/3 lab)

HITT 1301 Health Data Content & Structure

Introduces systems and processes for collecting, maintaining and disseminating primary and secondary health-related information, including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens. Prerequisites: Admission to the Health Information Technology program or approval of the program director. Semester Hours 3 (2 lec/2 lab)
