# Medical Office Specialist

**Catalog Year: 2017, Required Hours: 910**

## Required Core Courses (910 hours required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MATH100016</td>
<td>Math 1</td>
<td>60.00</td>
</tr>
<tr>
<td>MEDA1105</td>
<td>Medical Terminology</td>
<td>60.00</td>
</tr>
<tr>
<td>MEDO1407</td>
<td>Anatomy and Physiology for Medical Office Professionals</td>
<td>60.00</td>
</tr>
<tr>
<td>MEDA1201</td>
<td>Medical Law and Ethics</td>
<td>30.00</td>
</tr>
<tr>
<td>MEDA1310</td>
<td>Psychology &amp; Health Workplace Relations</td>
<td>45.00</td>
</tr>
<tr>
<td>MEDA1051</td>
<td>Medical Correspondence</td>
<td>45.00</td>
</tr>
<tr>
<td>WKS01200</td>
<td>Computer Literacy</td>
<td>90.00</td>
</tr>
<tr>
<td>WKS01410</td>
<td>Word Processing</td>
<td>90.00</td>
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### MATH100016  Math 1
This course offers an introduction to basic mathematics, including operations with whole numbers, fractions, and decimals, as well as, proportions, averages and percentages. Students are prepared for more advanced mathematics.

- Perform different operations with whole numbers
- Perform different operations with fractions
- Perform different operations with decimals
- Solve simple problems with proportions, percentages and averages

### MEDA1105  Medical Terminology
This course provides the student with the skills necessary to interpret and understand medical terminology for the Biomedical Technician. This is accomplished by utilizing a method of study that instructs the students in building medical terms as they relate to a Biomedical Technician. It also gives the student immediate application in utilizing those terms.

- Identify basic structure of medical words
- Apply word building and definitions
- Use medical abbreviations
- Correctly use medical terminology s it relates to a Biomedical Technician

### MEDO1407  Anatomy and Physiology for Medical Office Professionals
This course is a basic survey of the structure and function of the human body as well as common disease processes and treatments.

- Understand the anatomy and physiology of all body systems
- Identify common pathology/diseases
- Understand diagnostic/treatment modalities

### MEDA1201  Medical Law and Ethics
This course provides the student exposure to the legal and ethical issues that impact the healthcare setting.

- Identify legal guidelines/requirements for healthcare
- Apply medical ethics and related issues
- Apply risk management processes
- Identify and apply HIPAA regulations

### MEDA1310  Psychology & Health Workplace Relations
This course provides the student with basic principles of psychology required in a health care environment. As well as develop essential human-relation skills needed to maintain gainful and satisfying employment. This course includes familiarization with problematic areas found in the workforce, including solving problems, understanding relationships and diversity, increasing personal ethics, and developing strong personal, interpersonal, and human relation skills specific to health occupations.

### MEDA1051  Medical Correspondence
Reviews English essentials, which include the parts of speech, sentence structure, correct word usage, capitalization rules, and number rules. These English skills are reinforced as students learn the techniques to write clear, concise, and courteous correspondence.

### WKS01200  Computer Literacy
Computer literacy teaches the student to build their knowledge of key computer concepts, including the functions of the Internet and Web, computer systems and applications, and the range of ethical issues that continue to emerge in our technology-driven society. The Student will also develop an introductory-level competency in Word, Excel, Access, and PowerPoint.

**MS Word 2010 Business Tech for Trades**

- Introductory topics covered include working with text, using proofreading tools, creating bulleted and numbered lists, using Mail Merge and more.
- Intermediate topics covered include tables, newsletter columns, WordArt and clip art, document themes, styles, picture editing, footnotes and endnotes, templates, and more.
- Finally, advanced topics covered include tables of contents, indexes, headers and footers, Track Changes, and digital signatures.

There will also be assignments in Google Docs and Open Office Writer.

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09/26/2016

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WKSK1600</td>
<td>Spreadsheets</td>
<td>60.00</td>
</tr>
<tr>
<td>MEDO1507</td>
<td>Introduction to Medical Office</td>
<td>90.00</td>
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<tr>
<td>MEDO1517</td>
<td>Medical Financial Records</td>
<td>45.00</td>
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<tr>
<td>MEDO1527</td>
<td>Medical Billing</td>
<td>60.00</td>
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<tr>
<td>MEDO1530</td>
<td>Computerized Medical Office</td>
<td>60.00</td>
</tr>
<tr>
<td>MEDO1541</td>
<td>Advanced Medical Billing &amp; Collections</td>
<td>110.00</td>
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**Spreadsheets**: Comprehensive is a complete survey of Microsoft Excel. Introductory topics include entering and editing entries, selecting cells and ranges, creating and modifying basic formulas, formatting worksheets, importing web data, and more. Intermediate topics include sorting worksheet rows, freezing headings, setting print options, copying and moving worksheets, copying formatting between worksheets, hiding detail data, templates, locking/unlocking cells, and more. Finally, advanced topics include PMT and FV functions, grouping worksheets, trend lines, creating shared workbooks, tracking changes, and Windows Live One Drive. There will also be assignments in Google Spreadsheets, and Open Office Calc.

**MEDO1507 Introduction to Medical Office**
This course is designed to teach the basic skills needed to perform clerical functions efficiently in a medical office setting. Competencies:
- Schedule and manage appointments
- Schedule inpatient and outpatient admissions and procedures
- Demonstrate telephone techniques
- Organize a patient’s medical record
- File medical records
- Obtain managed care referrals and pre-certifications
- Emergency preparedness
- Introduction to health insurance billing policies and procedures
- Basic office management

**MEDO1517 Medical Financial Records**
This course is designed to instruct the medical assistant student in the basic skills necessary to perform bookkeeping and financial functions in a medical setting. Competencies:
- Prepare a bank deposit
- Reconcile a bank statement
- Post entries on a day sheet
- Perform accounts receivable procedures
- Perform accounts payable procedures
- Perform billing and collection procedures
- Prepare a check
- Establish and maintain a petty cash fund
- Post adjustments
- Process credit balance
- Process refunds
- Post NSF checks
- Post collection agency payments

**MEDO1527 Medical Billing**
This course is designed to instruct the medical assistant student in the basic skills necessary to perform proper insurance, coding and billing procedures. Competencies:
- Process insurance claims
- Apply managed care policies and procedures
- Apply third party guidelines
- Obtain managed care referrals and pre-certifications
- Perform procedural coding
- Perform diagnostic coding
- Complete insurance claim forms
- Use a physician’s fee schedule
- Aging reports
- Comprehension of insurance explanation of benefits and Medicare/Medicaid remittance notices
- Basic knowledge of commercial insurance and government plans

**MEDO1530 Computerized Medical Office**
This course is designed to prepare the user to work with commercial software used in the medical offices today. Competencies:
- Medical Practice Management
- Patient Registration
- Procedure Posting
- Insurance Billing
- Posting Payments and Secondary Insurance Billing
- Patient Billing and Collection
- Claims Follow-up and Dispute Resolution
- Computer Office Simulations

**MEDO1541 Advanced Medical Billing & Collections**
This course is a continuation of Computerized Medical Office with special emphasis given to the use of Practice™ Partner Management software.

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**Ogden-Weber Applied Technology College**
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801-627-8300

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<tr>
<th>WKJS1005</th>
<th>Job Seeking Skills Basics-5 hrs</th>
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<tbody>
<tr>
<td></td>
<td>This course is designed for students currently or previously employed in their field of training who need to refresh their paperwork and interview skills for a new job or promotion. Competencies:</td>
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<tr>
<td></td>
<td>• Create or update resume, cover letter, and references page</td>
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<tr>
<td></td>
<td>• Create or update portfolio</td>
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<td></td>
<td>• Demonstrate competency in a job interview</td>
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