

# Administrative and Healthcare Technologies Department

## Medical Office Administration Program

### Medical Auditor AAS (A25310A)

2020-2021 Curriculum Sheet

Coordinator: Wanda Tenpenny - Phone: 252-493-7509 - Email: wtenpenn@email.pittcc.edu

Fall I							
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
ACA	111	College Student Success	1	0	0	1	None
MED	121	Medical Terminology I	3	0	0	3	None
OST	131	Keyboarding	1	2	0	2	None
OST	137	Office Applications I	2	2	0	3	None
Elective	1	Natural Science/Mathematics	3	0	0	3	See Catalog
Elective	2	Humanities/Fine Arts	3	0	0	3	See Catalog
<b>Total Recommended Hours</b>			<b>13</b>	<b>4</b>	<b>0</b>	<b>15</b>	

Spring 1							
ENG	111	Writing and Inquiry	3	0	0	3	ENG 002 with grade P2
MED	122	Medical Terminology II	3	0	0	3	MED 121
OST	134	Text Entry and Formatting	2	2	0	3	OST 131
OST	136	Word Processing	2	2	0	3	OST 131 & OST 137
OST	164	Office Editing	3	0	0	3	None
<b>Total Recommended Hours</b>			<b>13</b>	<b>4</b>	<b>0</b>	<b>15</b>	

Summer I							
OST	286	Professional Development	3	0	0	3	None
OST	148	Medical Ins & Billing	3	0	0	3	MED 122
OST	149	Medical Legal Issues	3	0	0	3	None
Elective	3	Communication	3	0	0	3	None
Elective	4	Social/Behavioral Sciences	3	0	0	3	See Catalog
<b>Total Recommended Hours</b>			<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>	

Fall II							
MED	116	Introduction to Anatomy & Physiology	3	2	0	4	None
OST	247	Procedure Coding	2	2	0	3	MED 122 & OST 148
OST	248	Diagnostic Coding	2	2	0	3	MED 122 & OST 148
OST	280	Electronic Health Records	2	2	0	3	OST 137
<b>Total Recommended Hours</b>			<b>9</b>	<b>8</b>	<b>0</b>	<b>13</b>	

Spring II							
OST	243	Medical Office Simulation	2	2	0	3	OST 131 & OST 148
OST	263	Healthcare Customer Relations	3	0	0	3	OST 148
OST	264	Medical Auditing	3	0	0	3	OST 247 & OST 248
OST	288	Medical Office Admin Capstone	2	2	0	3	OST 148
<b>Total Recommended Hours</b>			<b>10</b>	<b>4</b>	<b>0</b>	<b>12</b>	

Summer II							
OST	265	Healthcare Comp & Reg	2	2	0	3	OST 264
OST	266	Adv Medical Auditing	2	2	0	3	OST 264
<b>Total Recommended Hours</b>			<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>	
<b>Total Program Hours</b>						<b>76</b>	

Program Option/Electives	
<b>Elective 1</b> - Take one: BIO 161 or MAT 110	
<b>Elective 2</b> - HUM 115, HUM 120	
<b>Elective 3</b> - COM 120 or 231	
<b>Elective 4</b> - ECO 251, PSY 150, SOC 210, or SOC 213	
<b>Program's highest developmental courses that MUST be completed</b>	<b>Placement scores determine required courses</b>
ENG 002 with grade P2 & MAT 003 with grade P1	Score =
<b>Notes:</b>	
Program total could exceed 76 depending on elective choices	

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as DMA and DRE courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.