

**Administrative and Healthcare Technologies Department
 Medical Office Administration Program
 Patient Services Representative Certificate (C2531008)**

2021-2022 Curriculum Sheet

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Fall I								
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites	
<input type="checkbox"/>	MED	121	Medical Terminology	3	0	0	3	None
<input type="checkbox"/>	OST	131	Keyboarding	1	2	0	2	None
Total Recommended Hours				4	2	0	5	
Spring 1								
<input type="checkbox"/>	MED	122	Medical Terminology II	3	0	0	3	MED 121
<input type="checkbox"/>	OST	149	Medical Legal Issues	3	0	0	3	None
<input type="checkbox"/>	OST	286	Professional Development	3	0	0	3	None
Total Recommended Hours				9	0	0	9	
Summer I								
<input type="checkbox"/>	OST	148	Medical Ins & Billing	3	0	0	3	MED 122
Total Recommended Hours				3	0	0	3	
Total Program Hours							17	
Program Option/ Electives								
<input type="checkbox"/>								
<input type="checkbox"/>	Program's highest developmental courses that MUST be completed				Placement scores determine required courses			
<input type="checkbox"/>					Score =			
Notes:								

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.