

Administrative and Healthcare Technologies Department Medical Office Administration Program

Patient Services Representative Diploma (D2531006)

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	
<input type="checkbox"/>	ACA	111	College Student Success	1	0	0	1	None
<input type="checkbox"/>	ENG	111	Writing and Inquiry	3	0	0	3	ENG 002 with grade P2
<input type="checkbox"/>	MED	121	Medical Terminology	3	0	0	3	None
<input type="checkbox"/>	OST	131	Keyboarding	1	2	0	2	None
<input type="checkbox"/>	OST	137	Office Applications I	2	2	0	3	None
Total Recommended Hours			10	4	0	12		
Spring I								
<input type="checkbox"/>	ACC	111	Financial Accounting	3	0	0	3	MAT 003 with grade P1
<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			12	0	0	12		
Summer I								
<input type="checkbox"/>	OST	134	Text Entry and Formatting	2	2	0	3	OST 131
<input type="checkbox"/>	OST	136	Word Processing	2	2	0	3	OST 131 & OST 137
<input type="checkbox"/>	OST	148	Medical Ins & Billing	3	0	0	3	MED 122
<input type="checkbox"/>	OST	280	Electronic Health Records	2	2	0	3	OST 137
Total Recommended Hours			9	6	0	12		
Fall II								
<input type="checkbox"/>	OST	243	Medical Office Simulation	2	2	0	3	OST 148
<input type="checkbox"/>	OST	263	Healthcare Customer Relations	3	0	0	3	OST 148
<input type="checkbox"/>	BUS	260	Business Communication	3	0	0	3	ENG 111
<input type="checkbox"/>	Elective	1	Communication	3	0	0	3	None
Total Recommended Hours			11	2	0	12		
Total Program Hours						48		
Program Option/Electives								
<input type="checkbox"/>	Elective 1 - COM 120 or COM 231							
<input type="checkbox"/>	Program's highest developmental courses that MUST be completed				Placement scores determine required courses			
<input type="checkbox"/>	ENG 002 with grade P2 & MAT 003 with grade P1				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.