

Administrative and Healthcare Technologies Department
Medical Office Administration Program
Patient Services Representative Diploma (D2531006)

2021-2022 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
	ENG	111	Writing and Inquiry	3	0	0	3	ENG 002 with grade P2
	MED	121	Medical Terminology	3	0	0	3	None
	OST	131	Keyboarding	1	2	0	2	None
	OST	137	Office Applications I	2	2	0	3	None
Total Recommended Hours			10	4	0	12		
Spring I								
	ACC	111	Financial Accounting	3	0	0	3	MAT 003 with grade P1
	MED	122	Medical Terminology II	3	0	0	3	MED 121
	OST	149	Medical Legal Issues	3	0	0	3	None
	OST	286	Professional Development	3	0	0	3	None
Total Recommended Hours			12	0	0	12		
Summer I								
	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	148	Medical Ins & Billing	3	0	0	3	MED 122
	OST	280	Electronic Health Records	2	2	0	3	OST 137
Total Recommended Hours			9	6	0	12		
Fall II								
	OST	243	Medical Office Simulation	2	2	0	3	OST 148
	OST	263	Healthcare Customer Relations	3	0	0	3	OST 148
	BUS	260	Business Communication	3	0	0	3	ENG 111
	Elective	1	Communication	3	0	0	3	None
Total Recommended Hours			11	2	0	12		
Total Program Hours						48		
Program Option/Electives								
	Elective 1 - COM 120 or COM 231							
	Program's highest developmental courses that MUST be completed				Placement scores determine required courses			
	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.