

Administrative and Healthcare Technologies Department
Medical Office Administration Program
Medical Billing and Coding Diploma (D2531005)

2020-2021 Curriculum Sheet

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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							
MED	122	Medical Terminology II	3	0	0	3	MED 121
OST	149	Medical Legal Issues	3	0	0	3	None
Elective	1	Communication	3	0	0	3	None
Total Recommended Hours			9	0	0	9	
Summer I							
MED	116	Introduction to Anatomy & Physiology	3	2	0	4	None
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			8	4	0	10	
Fall II							
OST	243	Medical Office Simulation	2	2	0	3	OST 148
OST	247	Procedure Coding	2	2	0	3	OST 148
OST	248	Diagnostic Coding	2	2	0	3	OST 148
Total Recommended Hours			6	6	0	9	
Spring II							
OST	260	Adv Coding Methodologies	2	2	0	3	OST 247 and OST 248
OST	249	Med Coding Certification Prep	2	3	0	3	OST 247 and OST 248
Total Recommended Hours			4	4	0	6	
Total Program Hours						46	
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.