

Program Total Credits

54 credits

Delivery Mode

Online

Program Description

This academic program will enable students to acquire the knowledge and skills to work in an environment of automated medical office. It will specialize in the use of medical terminology, procedures and medical office management and processes to perform medical billing transactions efficiently.

Program Objectives

1. Train the student to know the terms and procedures used in a medical facility.
2. Develop the student with the skills and abilities to process health service bills.
3. Provide students with knowledge so they can identify, use and determine diagnoses in accordance to established guidelines.
4. Develop the skills to recognize, verify, and correct common errors in the billing process.
5. Apply the skills to identify the requirements of the different insurance companies in electronic claims processing.
6. Apply the skills that allow the student to prepare electronic documentation, submit payments and claims to insurance companies
7. Train student so they can develop the skills of integrating, importing and exporting different documents between schedules.
8. The student will acquire the skills to transcribe medical information using the dictation and transcription machine, as well as in the production of medical reports.

General Education Requirements

All applicants must complete the required general education course work prior to starting the concentration courses.

General Education Course Work	Total Credits
Language/Communication and English	6
Humanities/History/Philosophy	0
Mathematics	3
Social Sciences	0
Sciences	0
Computer/Others	3
Total	12

Course Code	Course Title	Credits
General Education Courses		12
FYIS 101	Distance Education for Freshmen Seminar	3
ENGL 101	Introduction to Spanish Language – Basic Level	3
ENGL 103	Introduction to Spanish Language –Intermediate Level	
ENGL 105	Introduction to Spanish Language – Advanced Level	
SPAN 101	Introduction to English Language – Basic Level	3
SPAN 103	Introduction to English Language –Intermediate Level	
SPAN 105	Introduction to English Language – Advanced Level	
MATH 112	College Algebra	3
Core Professional Courses		6
OSMB 101	Accounting for Medical Billing	3
COAT 107	Keyboarding and Basic Skills in The Computer	3
Concentration Courses		36
OSMB 100	Medical Terminology	3
OSMB 102	Billing	3
OSMB 103	Coding	3
OSMB 104	Billing Audit	3
OSMB 105	Legal and Administrative Procedures	3
OSMB 106	Electronic Billing	3
OSMB 107	Electronic Medical Record	3
OSMB 108	Integrated Applications	3
OSMB 109	Introduction to Database Management	3
OSMB 110	Introduction to Office System Technology	3
OSMB 111	Medical Transcription	3
OSMB 113	Coding of Services and Procedures	3
