

# MEDICAL OFFICE SPECIALIST - ONE-YEAR CERTIFICATE OF COMPLETION (CC1)

## Description

The Medical Office Specialist One-Year Certificate of Completion prepares students for entry-level medical office specialist employment. With coursework in medical terminology, anatomy, physiology, health data content and systems, computer technology, disease processes, beginning coding, and HIPAA, students gain the knowledge and skills necessary to begin a successful office career in the health services field. Employment settings range from a physician's office to a large hospital. Job duties may include maintaining medical records and accounts, word processing, basic accounting, scheduling, professional communication, and general health care facility operations.

## Program Learning Outcomes

Upon successful completion of the program, students will be able to:

1. Apply principles of data structure, content, and information governance in health information management.
2. Correlate privacy and security regulations and strategies to protected health information.
3. Apply the concepts of health informatics and data analytics.
4. Use components of reimbursement and classification systems.

## Entrance Requirements

### Academic Entrance Requirements

Required:

- Before enrolling in HIM 103 Introduction to Health Information Management, students must successfully complete CIS 120 Computer Concepts, AH 111 Medical Terminology I, and BA 214 Business Communications.

### Other Entrance Requirements

Recommended:

- Keyboarding: 40 words per minute minimum
- Study skills
- Writing skills
- Reading with emphasis on critical thinking and analytical skills
- Computer/technology skills (essential)

Required:

- Students entering the HIM program are required to have a criminal history check before enrolling in HIM 103 Introduction to Health Information Management. Students may be prevented from entering the program if there is a felony conviction on their record.

## Additional Program Costs (Beyond Standard Tuition/Fees and Textbooks)

### Material Costs

Required:

- Total cost depends upon preparatory coursework and extent of completion within the program. Additional costs are approximately

\$2,500, including textbooks, technology fees, professional practice travel expense, OrHIMA annual conference, criminal history check, etc.

Recommended:

- Students are strongly encouraged to have access to a desktop or laptop computer with a web camera and reliable high-speed internet access.

## Course Requirements

Course	Title	Credits
<b>Support Courses</b>		
AH 111	Medical Terminology I	3
BA 214	Business Communications	3-4
or WR 121	Academic Composition	
CIS 120	Computer Concepts	4
<b>Core Courses</b>		
HIM 171	Project Management	2
HIM 103	Introduction to Health Information Management	4
HIM 104	Health Information Standards and Governance	4
HIM 105	Health Information Compliance and Analytics	4
HIM 182	Introduction to Reimbursement and Classification Systems	4
HIM 184	Pathophysiology and Pharmacology	5
HIM 190	HIPAA for Practical Experience	2
HIM 281	Healthcare Statistics	4
<b>Other Required Courses</b>		
AH 112	Medical Terminology II	3
BI 231	Human Anatomy and Physiology I	4
BI 232	Human Anatomy and Physiology II	4
BI 233	Human Anatomy and Physiology III	4
COMM 218	Interpersonal Communication	3
<b>Total Credits</b>		<b>57-58</b>

## Advising Notes

Students are encouraged to consult their academic advisor if they have transfer credits and/or are not able to attend full time in order to determine an appropriate course schedule. Additionally, students should reference the course descriptions to determine required lab hours.

## Performance Standards

- Academic Requirements:
  - Students must have a 2.0 cumulative GPA to earn a COCC certificate or degree.
  - All courses in the program must be completed with a grade of C or higher.

# Sample Plan

## First Year

<b>Spring</b>		<b>Credits</b>
AH 111	Medical Terminology I	3
BA 214 or WR 121	Business Communications or Academic Composition	3-4
CIS 120	Computer Concepts	4
COMM 218	Interpersonal Communication	3
<b>Credits</b>		<b>13-14</b>

## Second Year

### Fall

AH 112	Medical Terminology II	3
BI 231	Human Anatomy and Physiology I	4
HIM 103	Introduction to Health Information Management	4
<b>Credits</b>		<b>11</b>

### Winter

BI 232	Human Anatomy and Physiology II	4
HIM 104	Health Information Standards and Governance	4
HIM 171	Project Management	2
HIM 190	HIPAA for Practical Experience	2
HIM 281	Healthcare Statistics	4
<b>Credits</b>		<b>16</b>

### Spring

BI 233	Human Anatomy and Physiology III	4
HIM 105	Health Information Compliance and Analytics	4
HIM 182	Introduction to Reimbursement and Classification Systems	4
HIM 184	Pathophysiology and Pharmacology	5
<b>Credits</b>		<b>17</b>
<b>Total Credits</b>		<b>57-58</b>