COURSE DESCRIPTIONS

˙ˇŁˇ4?H   ⁄ 1 32- <=1D ˙ - 0123   (54ˇ46   ". 77
fl/*/*; 91‹1˪* <>   MED-121^S or OST-141^S; OST-148^L
˙ - /*; 91‹1˪* <>   None
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.(2017 FA)

˙ˇŁˇ4?J $ *0 ˙ - 0123 ˙ */=F1D. =⁃ 2 fl/*8   (54ˇ(6   ˇ8/123
fl/*/*; 91‹1˪* <>   OST-247^S, OST-248^S
˙ - /*; 91‹1˪* <>   None
This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.(2017 FA)

˙ˇŁˇ4LI   ! - 23ˇŁ*/: ˙ ./* ˙ - 0123   (54ˇ46   ˇ8/123
fl/*/*; 91‹1˪* <>   MED-121^S or OST-141^S
˙ - /*; 91‹1˪* <>   None
This course covers diagnostic coding as it applies to long-term care facilities and home care. Topics include diagnostic coding and reimbursement in long-term care facilities and home care. Upon completion, students should be able to properly code conditions for long-term care and home care services.(2017 FA)

˙ˇŁˇ4H?   ⌐ : */3123 Ł*DM2- 7̵ 31*<   4 5ˇ46   ". 77
fl/*/*; 91‹1˪* <>   None
˙ - /*; 91‹1˪* <>   None
This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.(1999 FA)

˙ˇŁˇ4HB   fl/- F* <<⁃ 2. 7/ *K*7̵ 8: *2=   (5(˙l 6   ˇ8/123
fl/*/*; 91‹1˪* <>   None
˙ - /*; 91‹1˪* <>   None
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.(1999 FA)

˙ˇŁˇ4HH $ *01D. 7˙ FF1D* GO: 12 ˙. 8<⁼ 2*   (54ˇ46   ˇ8/123
fl/*/*; 91‹1˪* <>   OST-148^S
˙ - /*; 91‹1˪* <>   None
This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.(2017 FA)

˚ ˇ Ł ˇ4HJ   ˚ FF1D* GO: 12 ˙. 8<= 2*   (54ˉ46   ˇ 8/123
fl/* /* ; 91∢1ᵋ* <>   OST-134^S or OST-136^S; OST-164^S
˙ - /* ; 91∢1ᵋ* <>   None

This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.(2017 FA)