

Associate of Science in Office Systems with Medical Billing

64 credits

Program Description

The Associate Degree in Office Systems with Medical Billing 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. Train the student to know the basic accounting concepts that their application allows them to apply it through analysis of financial reports.
3. Develop the student with the skills and abilities to be able to process bills for health services.
4. Provide students with the knowledge so that they can identify, use and determine diagnoses in accordance with established guidelines.
5. Develop the skills to recognize, verify, and correct common mistakes in the billing process.
6. Train the student to apply administrative aspects and skills according to legal stipulations that establish correct management in various situations.
7. Apply the skills to identify the requirements of different insurance companies in electronic claims processes.
8. Apply the skills that allow the student to prepare electronic documentation, submit payments and claims to insurance companies.
9. Train the student so that they can develop the skills to integrate, import and export different documents between programs.
10. Train the student to develop the necessary skills to manage databases.
11. Develop in the student the skills for the use and management of technological tools in an integral way.
12. To develop in the student the skills to transcribe medical information through the use of the dictation and transcription machine, as well as in the production of medical reports.

Program sequence will be available at the time of enrollment.

The language of instruction and program delivery modality are subject to availability.

Notes:

1. This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences.
3. Students must comply with state and local education certification requirements for the degree program, as applicable.

Approved General Education Electives*		
Course	Title	Credits
SPAN 110	Elementary Spanish	3
REIL 101	Research and Information Literacy	3
BIOL 150	General Biology I	3
BIOL 151	General Biology II	3
COMM 205	Communication Theory	3
COMM 210	Legal and Ethical Aspects of Communications	3
HIDE 100	History of the Arts	3
HIDE 110	Representing Culture: Art & Artifact 1500-1850	3
HIST 273	History of the United States of America	3

Program Curriculum

QYLE 110 or FYIS 101	Attitude Development and University Adaptation OR Induction Seminar to University Life	3
General Education Courses		
Course	Title	Credits
Pick 1 GE* OR	Pick one (1) of the Approved General Education Electives OR	
SPAN 101 or SPAN 103 or SPAN 105	Introduction to Spanish Language – Basic Level or Introduction to Spanish Language –Intermediate Level or Introduction to Spanish Language – Advanced Level	3
ENGL 150 OR	English Composition I OR	
ENGL 101 or ENGL 103 or ENGL 105	Introduction to English - Basic Level or Introduction to English – Intermediate Level or Introduction to English - Advanced Level	3
MATH 112ON	College Algebra	3
COIS 101	Introduction to Computers	3
SOSC 111	Individual, Community, Government and Social Responsibility I	3
Total		15
Major Courses		
Course	Title	Credits
OSMB 101	Accounting for Medical Billing	3
BIOT 106	Anatomy and Physiology	4
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 Records	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
OSMB 114	Health, Safety, Medical Law and Ethics	3
Total		46
Total credits		64