

MEDICAL OFFICE ADMINISTRATION (MEDL)

MEDL 2350 - Medical Terminology (2 Credits)

This course introduces medical, diagnostic, symptomatic and surgical terms. Literal definitions and spelling are stressed.
Lecture: 2 hours

MEDL 2360 - Medical Document Processing (2 Credits)

This course acquaints the medical administrative secretaries/assistants with formatting and editing skills needed for processing medical documents that are commonly part of their work environment. A job simulation project is the basis for these applications and is completed using Microsoft Word. Students continue to develop their keyboarding speed and accuracy. The keyboarding speed needed to pass this course is 30-55 wpm. Note: Please seek permission of instructor to register if prerequisite is not met.

Lecture: 3 hours, Lab: 1 hour

Prerequisite(s): OFTD 1220

MEDL 2380 - Medical Office Transcription I (3 Credits)

This course focuses on the skills a medical transcriptionist must possess in preparing for eventual employment in a private physician's office, clinic or hospital. Emphasis is placed on the efficient production of case histories and physical examinations, radiological reports, X-rays, operative reports, pathology reports, discharge summaries and autopsy reports from pre-recorded dictation material. Note: Please seek permission of instructor to register if prerequisite is not met.

Lecture: 2 hours, Lab: 2 hours

Prerequisite(s): OFTD 1220 (may be taken concurrently)

MEDL 2385 - International Classification of Diseases – Clinical Modifications ICD-CM (1 Credit)

This course familiarizes students with the latest volume of the World Health Organization - International Classification of Diseases and Clinical Modification medical diagnostic codes (ICD-CM) manual. This course includes an overview of the format of the ICD-CM manual and is combined with an understanding of diagnostic coding fundamentals, medical coding conventions and guidelines. Note: Please seek permission of instructor to register if prerequisite is not met.

Lecture: 3 hours

Prerequisite(s): MEDL 2350 (may be taken concurrently)

MEDL 2390 - CPT Medical Insurance Coding (3 Credits)

This course familiarizes students with Current Procedural Terminology (CPT) codes and modifiers along with their corresponding unique descriptions. Topics include use of guidelines, notes, index, appendices and modifiers and AMA documentation guidelines to ensure correct coding. OIG (Office of Inspector General) compliance for individual and small group physicians' practice is also included.

Lecture: 3 hours

Prerequisite(s): MEDL 2350 (may be taken concurrently) and MEDL 2400 (may be taken concurrently)

MEDL 2410 - Medical Insurance Billing (3 Credits)

This course prepares students for employment as medical insurance specialists in physicians' offices and clinics. Topics include the claim process, inpatient and outpatient billing, procedural coding and billing requirements of various health care providers.

Lecture: 2 hours, Lab: 1 hour

MEDL 2420 - Practical Applications in Professional Medical Coding (4 Credits)

This course advances the student's knowledge of the Current Procedural Terminology (CPT), International Classification of Diseases (ICD), and Healthcare Common Procedure Coding (HCPC) code sets and outlines the application of the fundamentals of coding and documentation in the physician's practice. This course prepares students for the American Academy of Professional Coders CPC Certification Examination.

Lecture: 4 hours

Prerequisite(s): MEDL 2390 (may be taken concurrently) and MEDL 2400 (may be taken concurrently)

MEDL 2430 - Electronic Medical Records and Practice Management (3 Credits)

This course prepares students for employment within health care facilities. Topics include fundamentals of electronic medical records (EMR) management, integration of patient and provider information, clinical documentation, and effective office communication via an EMR system. This course will also prepare students to take the National Health Care Association's Certified Electronic Health Records (CEHRS) Assessment to become CEHRS certified.

Lecture: 3 hours

MEDL 2480 - Medical Office Transcription II

(2 Credits)

This is a continuation of the applications of medical transcribing skills learned in MEDL 2380 and provides a more in-depth understanding of medical terminology pertaining to the body systems. Medical reports are transcribed for individual case studies in patients with specific medical problems. In addition, outpatient medical reports are transcribed using the HPIP (history, physical, impression and plan) and SOAP (subjective, objective, assessment and plan) formats.

Lecture: 2 hours, Lab: 1 hour

Prerequisite(s): MEDL 2380

MEDL 2910 - Medical Cooperative Work Experience

(3 Credits)

This is a planned and supervised cooperative work experience. Students are placed in a medical office during their last semester for the purpose of observing the operations and routines of that office. The opportunity to perform tasks required in a medical office is provided. Students attend class on campus during weeks one through five then work approximately 13 hours a week in an approved cooperative work experience placement during weeks six through 15. Note: Please seek permission of instructor to register if prerequisite is not met.

Lecture: 1 hour, Other: 13 hours

Prerequisite(s): MEDL 2360 and MEDL 2380