

## Program Description

To better meet labor market demands and student needs, the Office Technology program has been converted to Business Information Professional (BIP). Please see Page 123 for information on the Business Information Professional (BIP) program.

Note: Because OT 101: *Keyboarding I* is no longer being offered, the following courses may be accepted as a substitute:

	Units
BIP 110, Keyboarding I	1

Note: Because OT 102: *Keyboarding II* is no longer being offered, the following courses may be accepted as a substitute:

	Units
BIP 110, Keyboarding I	1
BIP 120, Keyboarding II	1
BIP 130, Keyboarding III	1

Note: Because OT 103: *Advanced Computer Keyboarding s* no longer being offered, the following courses may be accepted as a substitute:

	Units
BIP 110, Keyboarding I	1
BIP 120, Keyboarding II	1
BIP 130, Keyboarding III	1

Note: Because OT 113, *Advanced Microsoft Word* is no longer being offered, the following courses may be accepted as a substitute:

	Units
BIP 111, MS Word I	1
BIP 121, MS Word II	1
BIP 131, MS Word III	1

Note: Because OT 121, *Spreadsheets for the Office* is no longer being offered, the following courses may be accepted as a substitute:

	Units
BIP 112, MS Excel I	1
BIP 122, MS Excel II	1
BIP 132, MS Excell III	1

Note: Because OT 201, *Administrative Office Procedures* is no longer being offered, the following courses may be accepted as a substitute:

	Units
BIP 100, <i>Introduction to Business Information Professional</i>	3

Note: Because OT 199, *Work Experience* is no longer being offered, the following courses may be accepted as a substitute:

	Units
BIP 199, Work Experience	1-8

**Note: The Office Technology program for Administration Medical Assistant is being discontinued. No new students are being accepted into this program. Students are encouraged to enroll in the Business Information Professional program which is replacing our Office Technology certifications and degrees. This will be the final year to complete this degree.**

### Administrative Medical Assistant

This certificate requires a minimum of 30 units. This program provides entry-level course instruction and “hands-on” training for the skills needed as an Administrative Medical Assistant.

A maximum of 6 pass/no pass units will be accepted for either of these certificates.

Required Courses (30 units)	units
BUS 111, Business English	3
CA 103, Introduction to Computers and Dig. Tech.	3
MOA 101, Beginning Medical Terminology	3
OT 102, Keyboarding II	3
CA 111, Word Processing–Microsoft Word	3
OT 121, Spreadsheets for the Office	3
OT 150, Basic Principles of Coding for the Medical Office	3
OT 152, Beg. Medical Insurance	3
OT 205, Medical Office Procedures	3
Program Elective	3
	Total 30
Program Electives (3):	units
ACCT 111, Bookkeeping	3
ACCT 115, Payroll Bookkeeping	2
BUS 101, Introduction to Business	3
BUS 105, Business Mathematics	3
BUS 113, Business Communications	3
MOA 102, Advanced Medical Terminology	3

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

For a Recommended Pathway, please refer to the Associate Degree plan minus the general education requirements.

### Office Technology

#### **OT 150 \*BASIC PRINCIPLES OF CODING FOR THE MEDICAL OFFICE**

*3 unit*

*3 hours weekly*

*Advisory:* Completion of MOA 101.

This is an introductory course in the basic principles of coding for the medical office using American Medical Association (AMA) standardized coding procedures and methodology. (AVC)

#### **OT 152 \*BEGINNING MEDICAL INSURANCE**

*3 units*

*3 hours weekly*

This course provides a comprehensive and concise overview of medical insurance terms and physician billing procedures. It also provides beginning instruction in current ICD CM and CPT coding systems, medical terminology, and an overview of confidentiality issues and legal terms related to medical billing. Students will complete medical insurance forms for group and private insurances, Blue Cross/Blue Shield, HMOs, Medicare, Medi-Cal, and the TRICARE/CHAMPUS Programs. Also covered will be insurance and related forms for Unemployment Insurance, State Disability Insurance, and Workers' Compensation. An overview of hospital billing procedures will be included. (AVC)

#### **OT 205 \*MEDICAL OFFICE PROCEDURES**

*3 units*

*3 hours weekly*

*Advisory:* Completion of BIP 110 (formerly OT 101) (30 wpm). Designed to provide a thorough understanding and offer practical application of the skills needed as a medical administrative assistant. Topics include professional conduct, receptionist duties, telephone techniques, appointment scheduling, organizing and maintaining records, composing medical business correspondence, office maintenance and management, financial responsibilities including the billing process and collections, computer and information processing in the medical office, and preparation for a position as a medical administrative assistant. Continuation of basic knowledge of medical terminology is included. Issues of confidentiality, medical law, and medical ethics will be emphasized. Students will use medical office management software to simulate the administrative office environment. (CSU, AVC)