

Proposed Start: 2011 Fall
Status: Launched
Last Updated: Fall 2011
Discipline: Office Information Systems (OIS)

Medical Office Specialist

A.A. Degree Major or Certificate of Achievement

Provides specific front-office skills for an entry-level position in a medical-related facility.

Program Requirements

OIS 102	Intermediate Keyboarding	2
OIS 120	Introduction to Office Information Systems	3
OIS 80	Medical Terminology and Anatomy	4
OIS 82	Medical Insurance Billing and Coding	3
OIS 84	Healthcare Writing Techniques	2
OIS 86	Electronic Health Record Applications	2
OIS 88	Medical Office Administration	3
OIS 136.1	Word Basic	1
OIS 136.2	Word Intermediate	1
CE 150	Cooperative Education Internship	2 - 3

Demonstrate the ability to type 45 net words per minute for five minutes with 5 errors or less 0

Total units	23 -
	24

930