

# MEDICAL OFFICE (MO)

## MO110 Powerful Strategies for the Office Team

Credits 3 Fall/Winter

**Registration Requirement:** RD090 and WR090, each with a grade of "C" or better; or placement above stated course levels.

This course is designed to develop work behaviors specific to office teams in the delivery of quality contributions to the workforce. Skills receiving particular emphasis will be cultural awareness, diversity, self-management, leadership, interpersonal dynamics, communication, problem-solving, and critical thinking. These skills will continue to be presented, practiced and tested throughout each medical office program. Students will also gain information about office systems from employers, experienced staff members.

**Additional Course Fee:** \$15.00

## MO114 Medical Terminology I ★

Credits 3 Summer/Fall/Winter/Spring

**Registration Requirement:** RD090 and WR090, each with a grade of "C" or better; or placement above stated course levels.

A study of medical terminology by body systems with related word elements, disease processes, diagnostic tests and abbreviations. This course covers basic word structures, terms pertaining to the body as a whole, suffixes, prefixes and the following body systems: digestive, urinary, female reproductive, male reproductive, nervous and cardiovascular. The rest of the body systems are covered in MO115 Medical Terminology II.

## MO115 Medical Terminology II ★

Credits 3 Summer/Winter/Spring

**Registration Requirement:** MO114.

This course is a continuation of MO114 Medical Terminology I. The class is a study of medical terminology by body systems with related word elements, disease processes, diagnostic tests and abbreviations. This course covers the following body systems: respiratory, blood, lymphatic, immune, musculoskeletal, skin, sense organs (eye and ear) endocrine, cancer medicine (oncology), radiology and nuclear medicine, pharmacology and psychiatry.

## MO116 Medical Office Procedures

Credits 4 Fall/Winter

**Registration Requirement:** RD090 and WR090, each with a grade of "C" or better; or placement above stated course levels.

This course is designed to cover the basic procedures in a medical office. Topics include how medical office teams operate within various medical office settings; how rules of etiquette, standards from the Health Insurance Portability and Accountability Act (HIPAA) and ethics are applied to office and telephone interaction; how computers and electronic medical records impact the medical office; how to use multiple telephone lines and how to communicate appropriately and effectively in writing as well as on the telephone. Students are instructed in how to manage a medical office, organize and file a patient's medical record and perform bookkeeping procedures and clerical functions.

## MO117 Hospital Administrative Procedures

Credits 3 Winter/Spring

**Registration Requirement:** RD090 and WR090, each with a grade of "C" or better; or placement above stated course levels.

This course is designed to cover the basic procedures in an acute care setting. Students gain information on how departments function independently and together in a hospital. They learn the responsibility of each team member within a department as well as how teams work together. Students learn how orders are processed, who to go to for answers, how to manage complicated situations, admission and discharge procedures, and how to manage and track multiple tasks. The importance in an acute care setting of the rules of etiquette, standards from the Health Insurance Portability and Accountability Act (HIPAA), and ethics are covered. Students learn to recognize and act on reports such as lab reports, x-rays, magnetic resonance imaging (MRIs) and computed tomography (CTs), and telemetry data. Students communicate appropriately and effectively in writing as well as on the telephone. The use of EHR (Electronic Health Record) is introduced.

## MO136 Healthcare Documentation

Credits 3 Fall/Winter/Spring

This course covers the fundamentals of healthcare documentation. The course introduces students to the electronic health record (EHR) as a technology-based representation of healthcare data. This course provides examples of various types of charting and highlights scenarios of correct and incorrect documentation practices. The class covers the health record format, its use, and required information. Students examine the basics of healthcare information technology as required under the Health Information Technology for Economic and Clinical Health Act (HITECH), with emphasis on data security, privacy in health records, and the flow of healthcare documentation. Students navigate the EHR in a simulated lab.

## MO136MA Medical Documentation

Credits 3 Spring

**Registration Requirement:** Restricted to students enrolled in the Medical Assistant program.

This course covers the fundamentals of healthcare documentation as it pertains to the medical assistant. The course introduces students to the electronic health record (EHR) as a technology-based representation of healthcare data. The class covers the health record format, its use, and required information. Students examine the basics of healthcare information technology as required under the Health Information Technology for Economic and Clinical Health Act (HITECH), with emphasis on data security, privacy in health records, and the flow of healthcare documentation. Students navigate the EHR in a simulated lab.

## MO140 Understanding Medical Insurance

Credits 3 Fall/Winter

**Registration Requirement:** RD090 and WR090, each with a grade of "C" or better; or placement above stated course levels.

Students are given an introduction to the dynamics of commercial, state and federal health plans. Special emphasis is given to terminology, health plan components and how these components impact the patient regarding medical services. Students investigate the components of medical insurance contracts used in a medical provider's office and how these details impact a patient's ability to receive care.

**MO140MA Understanding Medical Insurance**

Credits 3 Spring

**Registration Requirement:** Restricted to students in the Medical Assistant program.

Students in the Medical Assistant program are given an introduction to the dynamics of commercial, state and federal health plans. Special emphasis is given to terminology, health plan components and how these components impact the patient regarding medical services. Students investigate the components of medical insurance contracts used in a medical provider's office and how these details impact a patient's ability to receive care.

**MO141 Patient Advocate for Medical Insurance**

Credits 3 Winter/Spring

**Registration Requirement:** MO140 each with a grade of "C" or better.

In this class, students practice the communication skills necessary to explain to patients the parts of their healthcare coverage contract. Students explain what the patients' financial obligations are and help them to identify services allowed by their contract so they can make informed decisions. Students describe and explain the Explanation of Benefits (EOB).

**MO214 Building a Professional Portfolio**

Credit 1 Winter/Spring

**Registration Requirement:** RD090 and WR090, each with a grade of "C" or better; or placement above stated course levels.

This course is designed to provide professional development skills in the office setting: resume formats (written and electronic), portfolio possibilities, cover letters, interviewing skills, networking, job applications and follow-up procedures.

**Additional Course Fee:** \$35.00**MO226 Pharmacology and Disease Processes for Medical Office Occupations**

Credits 4 Fall/Spring

**Registration Requirement:** MO114 and MO115.

This course is an introduction to the principles of pharmacology and the pharmacologic action of common drugs administered in disease processes affecting the individual body organs and systems. Drugs are studied from a body systems and disease process approach. Students learn within each system, which categories of drugs are used in the treatment of disease. Principal disease processes are studied in relation to their etiology, pertinent diagnostic procedures, signs and symptoms, pathological changes, prognosis and preferred treatment modalities.

**MO230 Medical Coding I: ICD-10-CM**

Credits 3 Fall/Winter

**Registration Requirement:** RD090 and WR090, each with a grade of "C" or better; or placement above stated course levels. Co-requisite: MO114.

Students are instructed on the use of ICD-10-CM (International Classification of Diseases, Clinical Modification), Volumes I and II. Students will understand the importance of proper ICD-10-CM coding and its effect upon the medical office, particularly in regard to reimbursement and regulation. ICD-10-CM is one of the coding systems recognized by the insurance industry, the physician and the medical office as the standard for billing and reimbursement.

**Additional Course Fee:** \$35.00**MO231 Medical Coding II: Procedural Coding**

Credits 4 Winter/Spring

**Registration Requirement:** MO230; or instructor consent.

This course is designed to provide instruction and training with the use of HCPCS codes. This class will give the student skills and knowledge necessary to assign HCPCS codes for surgery and ancillary services. Advanced techniques for efficient reimbursement strategies and compliance will be taught. HCPCS as well as ICD-10-CM are the two coding systems recognized by the insurance industry, physician and medical offices as the standard for billing and reimbursement.

**Additional Course Fee:** \$35.00**MO232 Medical Coding III: Evaluation and Management**

Credits 3 Summer/Spring

**Registration Requirement:** MO230 and MO231.

This course covers the evaluation and management, medicine, radiology and lab sections of CPT. Students continue to expand their knowledge of ICD-10-CM. This course is for students who want advanced knowledge and training in accurate and up-to-date reimbursement and coding for healthcare facilities.

**Additional Course Fee:** \$35.00**MO234 CPC Review**

Credits 2 Spring

**Registration Requirement:** Must have completed MO230, MO231 and enrolled in or completed MO232.

This course is to help prepare the students to take the National Certified Professional Coding exam. This examination is required to find a position working as a coder with any facility.

**MO240 Medical Office Billing I**

Credits 3 Fall/Winter

**Registration Requirement:** MO114 and MO230.

This course covers the basics in physician medical office billing procedures. This class primarily addresses the issues that influence payments. The topics covered include documentation, information flow, insurance forms and the CMS-1500 form. Special emphasis is given to understanding the various types of health insurance and comparing the billing requirements and benefits of each.

**Additional Course Fee:** \$35.00**MO241 Medical Office Billing II**

Credits 3 Winter/Spring

**Registration Requirement:** MO230 and MO240.

This course covers more advanced billing procedures, including using a computerized billing program. Emphasis is on common errors that delay claims processing, office fee schedules, compliance with laws and guidelines, applying charges and payments (understanding Explanation of Benefits), insurance and collection follow-up (denials and appeals). Other areas covered are military plans, Workers Comp and Disability.

**Additional Course Fee:** \$35.00**MO242 Applied Billing and Coding**

Credits 3 Summer

**Registration Requirement:** MO230, MO231, MO240 and MO241.

Students participate in a simulated office setting, where they complete Health Care Financing Administration (HCFA) forms, match International Classification of Diseases, Clinical Modification (ICD-10-CM) codes to Current Procedural Terminology (CPT) codes for mock reimbursement and bill mock insurance carriers. They also analyze and identify problems from Explanation of Benefits (EOBs) from insurance companies.

**Additional Course Fee:** \$25.00

**M0250 Medical Law and Ethics**

Credits 3

Winter

**Registration Requirement:** RD090 and WR090, each with a grade of "C" or better; or placement above stated course levels.

This course presents the medical/legal concepts and issues pertinent to medical offices and hospitals for the medical office worker. The student is provided with a basic knowledge of law, ethics and bioethics applicable to the medical office settings. The implications for delivery of healthcare by medical office workers are discussed.

*Course fees are subject to change. Additional section fees (web, hybrid, etc.) may apply.*

★ Course offered online

🌐 Cultural Literacy course