

May 9, 2008

RESPONSE DEADLINE: May 23, 2008

MEMORANDUM

TO: Selected Chief Academic Officers

FROM: Delores A. Parker, Vice President
Academic and Student Services

SUBJECT: Requested Revision in Curriculum Standard
Medical Office Administration (A25310)

The System Office has received a request to revise the following curriculum standard:

Medical Office Administration (A25310)

Attached is a form requesting your approval or disapproval of the proposed curriculum revisions. ***Please complete and return the form to Hilmi Lahoud by May 23, 2008.*** You may fax your response to (919) 807-7164. Once the responses have been received at the System Office, the request will be presented to the State Board of Community Colleges for action.

Thank you for your prompt attention to this matter. If you have questions, please contact Hilmi Lahoud at (919) 807-7116 or lahoudh@nccommunitycolleges.edu.

DAP/HL

Attachments

c: Selected Presidents
Dr. Judith C. Mann
Ms. Jennifer Frazelle
Dr. Hilmi Lahoud

S08-030

Email

**College Recommendation
Reply Form**

(Response Deadline: May 23, 2008)

**Curriculum Standard Revision Request
Medical Office Administration (A25310)**

Proposed Revisions

- Change subject area title of “Formatting/Word Processing” to “Document Processing”
- Change subject area title of “Office Systems/Management” to “Office Administration”
- Move “OST 243, Medical Office Simulation” from the “Office Systems/Management” subject area to Required Courses.
- Move “OST 164, Text Editing Applications” from the “Office Systems/Management” subject area to “Document Processing” and make it a required course.
- Add the following courses to options under core subject areas:
 - OST 281, Emerg Issues in Med Ofc
 - MED 130, Admin Office Procedures I
 - OST 130, Comprehensive Keyboarding
 - OST 132, Keyboard Skill Building
- Delete BUS 135, Principles of Supervision from the “Core” options
- Change the number of hours in the “Core” from 20-26 SHC to 27-30 SHC.

Rationale of Requesting College

The addition of new courses provides more up-to-date content that reflects the latest trends in Medical Office Administration. The additional capstone course will assist in summarizing all program competencies. Proposed revisions are for Fall 2008.

Please indicate your recommendation below (check one):

_____ We have reviewed the proposed revisions and **recommend** adoption.

_____ We have reviewed the proposed revisions and **do not recommend** adoption for the following reason(s):

_____ We do not offer this program and wish to decline from making a recommendation.

College: _____

Signature of President: _____ **Date:** _____

Please return this form by **May 23, 2008** to:

Hilmi Lahoud, Coordinator
Program Services
NC Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
Fax Number: (919) 807-7164

CURRICULUM STANDARD

Effective Term
Fall 2008
[2008*03]

Curriculum Program Title	Medical Office Administration	Code	A25310
Concentration	(not applicable)		

Curriculum Description

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Curriculum Requirements*

- I. **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

- II. **Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*

- III. **Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit in Program	64-76	36-48	12-18

Major Hours

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration (if applicable).** A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Medical Office Administration A25310

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE <i>Courses required for the diploma are designated with *</i> Required Courses: * OST 148 Medical Coding Billing and Insurance 3 SHC * OST 149 Medical Legal Issues 3 SHC Required Subject Areas: *Formatting/Word Processing. Select one: OST 134 Text Entry and Formatting 3 SHC OST 136 Word Processing 3 SHC *Office Systems/Management. Select: <i>the set:</i> OST 164 Text Editing Applications 3 SHC OST 289 Administrative Office Mgt 3 SHC <i>or one of the following:</i> BUS 135 Principles of Supervision 3 SHC OST 181 Intro to Office Systems 3 SHC OST 243 Medical Office Simulation 3 SHC *Computers/Information Systems. Select: <i>the set:</i> OST 131 Keyboarding 2 SHC OST 137 Office Software Applications 3 SHC <i>or one of the following:</i> CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC *Medical Terminology. Select one set: MED 121 Medical Terminology I 3 SHC MED 122 Medical Terminology II 3 SHC <i>or</i> OST 141 Medical Terminology I-Medical Office 3 SHC OST 142 Medical Terminology II-Medical Office 3 SHC <i>Continued on next page</i>	20-26 SHC	20-26 SHC	

Medical Office Administration A25310 (continued)

B. CONCENTRATION (Not applicable)

C. OTHER MAJOR HOURS

To be selected from the following prefixes:

ACC, BAF, BIO, BUS, CIS, COE, CRT, CTS, DBA, DEN, ECO, HEA, HIT, HMT, ISC, MED, MKT, NET, OMT, OST, PBT, SPA and WEB

Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.

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CURRICULUM STANDARD

Effective Term
Fall 2008
[2008*03]

Curriculum Program Title	Code	A25310
Medical Office Administration		
Concentration	(not applicable)	

Curriculum Description

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Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Curriculum Requirements*

- I. **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

- II. **Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*

- III. **Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit in Program	64-76	36-48	12-18

Major Hours

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration (if applicable).** A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Medical Office Administration A25310

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
<p>A. CORE <i>Courses required for the diploma are designated with *</i></p> <p>Required Courses:</p> <ul style="list-style-type: none"> * OST 148 Medical Coding Billing and Insurance 3 SHC * OST 149 Medical Legal Issues 3 SHC * OST 243 Medical Office Simulation 3 SHC <p>Required Subject Areas:</p> <p>*Document Processing:</p> <ul style="list-style-type: none"> OST 164 Text Editing Applications 3 SHC <p><i>and one of the following</i></p> <ul style="list-style-type: none"> OST 134 Text Entry and Formatting 3 SHC or OST 136 Word Processing 3 SHC <p>*Office Administration. Select one:</p> <ul style="list-style-type: none"> OST 181 Intro to Office Systems 3 SHC OST 281 Emerg Issues in Med Ofc 3 SHC OST 289 Administrative Office Mgt 3 SHC MED 130 Admin Office Procedures I 2 SHC <p>*Computers/Information Systems.</p> <p>Set 1: Select one of the following:</p> <ul style="list-style-type: none"> OST 130 Comprehensive Keyboarding 3 SHC or OST 131 Keyboarding 2 SHC or OST 132 Keyboard Skill Building 2 SHC <p>Set 2: Select one of the following:</p> <ul style="list-style-type: none"> CIS 110 Introduction to Computers 3 SHC or CIS 111 Basic PC Literacy 2 SHC or OST 137 Office Software Applications 3 SHC <p>*Medical Terminology. Select one set:</p> <ul style="list-style-type: none"> MED 121 Medical Terminology I 3 SHC MED 122 Medical Terminology II 3 SHC <p><i>or</i></p> <ul style="list-style-type: none"> OST 141 Medical Terminology I-Medical Office 3 SHC OST 142 Medical Terminology II-Medical Office 3 SHC <p style="text-align: right;"><i>Continued on next page</i></p>	27-30 SHC	27-30 SHC	

Medical Office Administration A25310 (continued)

B. CONCENTRATION (Not applicable)			
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C. OTHER MAJOR HOURS

To be selected from the following prefixes:

ACC, BAF, BIO, BUS, CIS, COE, CRT, CTS, DBA, DEN, ECO, HEA, HIT, HMT, ISC, MED, MKT, NET, OMT, OST, PBT, SPA and WEB

Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.

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