

MEDICAL OFFICE (MEDO)

MEDO 2500 Comprehensive Medical Terminology

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

This course establishes a solid foundation of prefixes, suffixes, word roots, abbreviations, medical terms, and symbols. It emphasizes understanding the medical vocabulary as it applies to the anatomy, physiology, pathology, diagnostic, and therapeutic procedures of all the human body systems.

MEDO 2520 ICD-10 Coding

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

A course designed to provide advanced and in-depth instruction in ICD10-CM and ICD10-PSC coding, claims management, application and case scenario studies, and interpretation of medical encounter forms.

Prerequisite or Corequisite: MEDO 2500 or concurrent enrollment or permission of instructor.

MEDO 2530 Medical Transcription I

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed to develop proficiency in the use of medical reference texts as well as to develop proficiency in the art of medical transcription. Students will transcribe a number of medical reports and other medical documents covering various procedures and body systems. Prerequisites: MEDO 2500 and CSCE 1480 or equivalent or permission of instructor.

MEDO 2550 Medical Office Procedures

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

Designed to give the student an experience similar to what could be expected in a medical office. Medical office skills including telephone techniques, records management, appointment scheduling, insurance and coding will be included as well as an emphasis on human relations and customer service skills. Students will perform simulated exercises to gain hands-on experience. Prerequisite or Co-requisite: MEDO 2500 or permission of instructor.

MEDO 2560 CPT Coding

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

A course designed to provide advanced and in-depth instruction in CPT and HCPCS, claims management, application and case scenario studies, interpretation of medical encounter forms. Prerequisite or Co-Requisite MEDO 2500 or permission of instructor.

MEDO 2570 Medical Billing & Reimbursement

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

A course designed to provide instruction on a variety of health insurance billing topics such as insurance terminology, documents and forms used for medical billing, electronic submission of claims, legal implications of billing, collections, and reimbursement negotiations. Prerequisite or Co-requisite: MEDO 2520 and MEDO 2560 or concurrent enrollment or permission of instructor.