Medical Office Administration
Associate in Applied Arts Degree
94-95 Credits

This degree program provides students an opportunity to develop essential medical administrative skills in their area of interest, as well as, to offer a comprehensive general education. Placement in courses depends on prior education and experience.

Options for this degree include the Front Office or Medical Coding and Reimbursement:

**Front Office** – This degree option provides students an opportunity to develop essential front office medical administrative skills including customer service, patient registration, scheduling, filing and computer skills necessary to obtain employment in a variety of healthcare settings.

**Medical Coding and Reimbursement Specialist**: This degree option provides student an opportunity to develop essential ICD, CPT, HCPCS and reimbursement skills necessary to obtain employment in the medical billing or coding setting. Upon completion of the program, students will be eligible to sit for formal exams offered through national organizations in order to obtain medical coding certification.

To earn this degree, the student must complete all core classes. In addition, the student must choose an area of concentration and complete the required courses in that area.

Students in this program must complete each class with a grade of 2.0 or higher.

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<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP 100</td>
<td>Survey of Anatomy-Physiology</td>
<td>5</td>
</tr>
<tr>
<td># BUS 166</td>
<td>Human Relations and Work Readiness</td>
<td>5</td>
</tr>
<tr>
<td>BTAC 100</td>
<td>Fundamentals of Computers</td>
<td>5</td>
</tr>
<tr>
<td>* BTAC 102</td>
<td>Intermediate Keyboarding</td>
<td>5</td>
</tr>
<tr>
<td># BTAC 110</td>
<td>Business Math Applications</td>
<td>5</td>
</tr>
<tr>
<td>BTAC 112 or</td>
<td>Beginning Word or Advanced Word</td>
<td>5</td>
</tr>
<tr>
<td>BTAC 255</td>
<td>Advanced Word</td>
<td>5</td>
</tr>
<tr>
<td>BTAC 125</td>
<td>Medical Terminology for Office Administration</td>
<td>5</td>
</tr>
<tr>
<td>BTAC 126</td>
<td>Pharmaceutical Basics</td>
<td>2</td>
</tr>
<tr>
<td>BTAC 127</td>
<td>Overview of Human Diseases for Non-Clinicians</td>
<td>3</td>
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<tr>
<td># BTAC 130</td>
<td>Business Correspondence</td>
<td>5</td>
</tr>
<tr>
<td>BTAC 142</td>
<td>Health Information, Technology and Legal Aspects</td>
<td>5</td>
</tr>
<tr>
<td>BTAC 145</td>
<td>Introduction to ICD Coding</td>
<td>5</td>
</tr>
<tr>
<td>BTAC 146</td>
<td>Introduction to CPT Coding</td>
<td>5</td>
</tr>
<tr>
<td>BTAC 162 or</td>
<td>Introduction to Excel or Advanced Excel</td>
<td>5</td>
</tr>
<tr>
<td>BTAC 163</td>
<td>Advanced Excel</td>
<td>5</td>
</tr>
<tr>
<td>BTAC 245</td>
<td>Medical Office Procedures</td>
<td>5</td>
</tr>
</tbody>
</table>
### Summer 2017

**BTAC 248**  
Healthcare Reimbursement  
5

### Options: Select from one of the following areas of concentration.

**A. Front Office** (14 credits)
- **BTAC 132**  
  Business Communication Applications  
  5
- **BTAC 177**  
  Medical Coding Professional Practice Experience or  
  3
- **COOP 171**  
  Work Experience Seminar  
  1
- **BTAC 266**  
  Inside Microsoft Office  
  5

**B. Medical Coding and Reimbursement** (15 credits)
- **BTAC 180** or  
  Medical Coding Professional Practice Experience or  
- **BTAC 177** and  
  BTAC Work Experience 1 and  
  5
- **COOP 171**  
  Work Experience Seminar  
  1
- **BTAC 257**  
  Intermediate ICD Medical Coding  
  5
- **BTAC 258**  
  Intermediate CPT/HCPCS Medical Coding  
  5

*To enhance the student’s preparation for future employment, the following are recommended:*

- **ACCT 110**  
  Practical Financial Accounting 1  
  5
- **BUS& 101**  
  Beginning Keyboarding  
  5
- **BTAC 107** and/or  
  Typing Speed and Accuracy 1 and/or  
- **BTAC 108**  
  Typography Speed and Accuracy 2  
  2
- **BTAC 111**  
  Introduction to Computer Literacy  
  5
- **BTAC 112** or  
  Beginning Word or  
  5
- **BTAC 255**  
  Advanced Word  
  5
- **BTAC 115**  
  Professional Image Building  
  1
- **BTAC 140**  
  Records Management  
  5
- **BTAC 150**  
  Introduction to Windows  
  5
- **BTAC 162** or  
  Introduction to Excel or  
- **BTAC 163**  
  Advanced Excel  
  5
- **BTAC 175**  
  Instructor Assistant  
  1-5
- **BTAC 178-179**  
  BTAC Work Experience 2-3  
  2-10
- **BTAC 185**  
  Introduction to Microsoft Access  
  5
- **BTAC 250**  
  Office Relations and Procedures  
  5

*# Satisfies related instruction requirements.*

*Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.*

*Qualifies as AA-DTA activity credit.*