



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.

Contacts: Shannon Sharpe, ext. 4378 Lea Ann Simpson, ext. 4393 Julie Slettvet, ext. 4687
ssharpe@greenriver.edu lsimpson@greenriver.edu slettvet@greenriver.edu

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



BTAC 248	Healthcare Reimbursement	5
# CMST 100 or	Fundamentals of Oral Communication or	
CMST& 210 or	Interpersonal Communication or	
CMST& 220	Public Speaking	5

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

A. Front Office (14 credits)

BTAC 132	Business Communication Applications	5
BTAC 177 and	BTAC Work Experience 1 and	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	
COOP 171	Work Experience Seminar	5
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	Introduction to Business	5
BTAC 101	Beginning Keyboarding	5
BTAC 107 and/or	Typing Speed and Accuracy 1 and/or	
BTAC 108	Typing Speed and Accuracy 2	2
° BTAC 111	Introduction to Computer Literacy	5
BTAC 112 or	Beginning Word or	
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.