



HEALTH CARE LAW (516). 77  
 fl/\*/\*; 911\* <> None  
 -/\*; 911\* <> None

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices the relationship of physician, patient, and office personnel professional liabilities and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.(1999 FA)

HEALTH CARE EDITING (516). 77  
 8/123

fl/\*/\*; 911\* <> None  
 -/\*; 911\* <> None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.(2017 FA)

HEALTH CARE RECORDS MANAGEMENT (5446). 8/123

fl/\*/\*; 911\* <> None  
 -/\*; 911\* <> None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.(2008 FA)

HEALTH CARE RECORDS MANAGEMENT (5446). 77

fl/\*/\*; 911\* <> OST-136<sup>S</sup>  
 -/\*; 911\* <> None

This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.(2017 FA)

HEALTH CARE RECORDS MANAGEMENT (5446). 77

fl/\*/\*; 911\* <> OST-148<sup>S</sup>  
 -/\*; 911\* <> None

This course introduces medical systems used to process information in the

## COURSE DESCRIPTIONS

111-47H / 132-41D - 0123 ( 54-46 " . 77  
 fl/\*/\*; 911-47H <> MED-121<sup>S</sup> or OST-141<sup>S</sup>; OST-148<sup>L</sup>  
 - /\*; 911-47H <> None

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.(2017 FA)

111-47J \$\*0 - 0123 /\*/=FD. =- 2 fl/\* 8 ( 54-(6 - 8/123  
 fl/\*/\*; 911-47J <> OST-247<sup>S</sup>, OST-248<sup>S</sup>  
 - /\*; 911-47J <> None

This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.(2017 FA)

111-4LI ! - 23-4/\*: . /\* - 0123 ( 54-46 - 8/123  
 fl/\*/\*; 911-4LI <> MED-121<sup>S</sup> or OST-141<sup>S</sup>  
 - /\*; 911-4LI <> None

This course covers diagnostic coding as it applies to long-term care facilities and home care. Topics include diagnostic coding and reimbursement in long-term care facilities and home care. Upon completion, students should be able to properly code conditions for long-term care and home care services.(2017 FA)

111-4H? 1 : /\*/3123 4 \*DN2- 7 3\* < 4 5-46 " . 77  
 fl/\*/\*; 911-4H? <> None  
 - /\*; 911-4H? <> None

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.(1999 FA)

111-4HB fl/- F\* <<- 2. 7/ \*K\* 7 8: \* 2= ( 5-1 6 - 8/123  
 fl/\*/\*; 911-4HB <> None  
 - /\*; 911-4HB <> None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.(1999 FA)

111-4HH \$\*0D. 7- FF1\* G0: 12 . 8<- 2\* ( 54-46 - 8/123  
 fl/\*/\*; 911-4HH <> OST-148<sup>S</sup>  
 - /\*; 911-4HH <> None

This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.(2017 FA)

\* ~ E~4HJ      \* FFID\* GO: 12 . 8<=> 2\*      ( 54~46 ~ 8/123

fl/\* /\*; 91<1=\* <> OST-134<sup>S</sup> or OST-136<sup>S</sup>; OST-164<sup>S</sup>

~ - /\*; 91<1=\* <> None

This course is designed to be a capstone course for the office professional and