

HEALTH CARE OFFICE COORDINATOR (HCOC)

HCOC 116. Medical Keyboarding. (2 Credits)

HCOC 116 - MEDICAL KEYBOARDING This course covers development of basic keyboarding techniques, including learning the keyboard by touch, learning to operate the computer and its menus, icons, and functions, and developing proper stroking techniques. Students learn the proper formatting of various medical documents including Chart Notes, X-Ray Reports, Consent Forms, History/Physical Forms, Single- Page and Two-Page Letters, and Two-Page Assessments and Referrals. 2 credits (2 lecture hours)

HCOC 117. Healthcare Office Orientation. (1 Credit)

HCOC 117 – HEALTHCARE OFFICE ORIENTATION This course is for all incoming Healthcare Office Coordinator majors only. Topics include researching occupational skills required for today's healthcare office administrative assistant, attending Career Fairs, preparing for Portfolio Day , discussing key items to prepare for upcoming internships, and understanding philosophies that are helpful to keeping your job once companies downsize and/or merge. Students also receive thorough instruction within Outlook, customer service techniques, telephone etiquette, resume writing, Blackboard participation. Lectures will review career opportunities in a wide range of healthcare office professions with the help of many invited guest speakers and shadowing opportunities. 1 credit (3 lecture hours)

HCOC 200. Medical Coding. (3 Credits)

This is a beginning medical coding course designed to provide students with the essential information and working knowledge of health care coding systems used in billing insurance companies for medical services to ensure optimum reimbursement. The course offers practical and easy-to-follow instructions on how to code procedures and diagnoses using the CPT, ICD-10 and HCPCS systems. Other aspects of healthcare reimbursement will be covered such as HIPAA guidelines, abstracting information from patient records for correct placement on claim forms, inpatient and outpatient health care settings, and third-party reimbursement issues. Prerequisite: HCOC 250 or OFFT 250 3 credits (3 lecture hours)

HCOC 201. Outpatient Billing. (2 Credits)

The course will focus on outpatient billing and accounting software. The student will learn to enter data into a computerized patient billing system, manage data, enter patient and case information, process transactions, process claims, create statements and produce reports. Prerequisite: HCOC 250 or OFFT 250 2 credits (2 lecture hours)

HCOC 202. Inpatient Billing. (2 Credits)

This course is designed to introduce the student to the basics of hospital billing and correct completion of the required claim form(s). Computer application is done using MediSoft's Just Claims software. Prerequisite: HCOC 250 or OFFT 250 2 credit hours – (2 lecture hours, 2 laboratory hours)

HCOC 216. Healthcare Office Simulation. (3 Credits)

HCOC 216 - HEALTHCARE OFFICE SIMULATION This course allows students to work in a computerized professional healthcare office. Students experience handling telephone calls, incoming mail, transcription, correspondence, spreadsheet and database applications, records management, coordinating travel and conference plans and preparing reports. The topics include a brush up on English and keyboarding skills and career information. Students create a personalized employment portfolio. Prerequisites: OFFT 116 or HCOC 116, OFFT 120, and OFFT 220, or permission of the instructor. 3 credits (4 laboratory hours)

HCOC 218. Electronic Health Records Mgmt. (3 Credits)

HCOC 218 – ELECTRONIC HEALTH RECORDS MANAGEMENT This course is designed to introduce students to the variety of tasks and skills required for an administrative assistant in a medical setting. Students will be able to understand medical ethics, bioethics, etiquette, legal responsibilities of the physicians, use computer software to schedule appointments, create and maintain patients' medical records, bill and collect payment, and understand method the method of scheduling appointments. The procedures of banking and payroll are introduced as part of being an administrative assistant in the medical field. Prerequisite: HCOC 116 or OFFT 116 3credits (3 lecture hours)

HCOC 235. Medical Transcription. (3 Credits)

This is a beginning medical transcription course designed to provide students with a working knowledge of the transcription of medical documents, including x-ray reports, chart notes, history and physical reports, consultations, office procedures notes, progress notes and letters. The goal of this course is to develop transcribing speed and accuracy, gain skills in editing and proofing documents, and increase knowledge of medical terminology. Prerequisites: HCOC 116 or OFFT 116, OFFT 135, and HCOC 250 or OFFT 250 or permission of instructor 3 credits (2 lecture hours, 2 laboratory hours)

HCOC 250. Medical Terminology. (3 Credits)

This is a full semester course designed to instruct students in the various medical terminology used in medical environments today. Students learn how to pronounce and spell medical terms correctly, understand "root" words, as well as prefixes and suffixes of various terms and also recognize and define terms pertaining to the sciences of the human body and fields of medicine. 3 credits (3 lecture hours)

HCOC 291. Healthcare Office Internship I. (1 Credit)

HCOC 291 – HEALTHCARE OFFICE INTERNSHIP I All Healthcare Office Coordinator students are strongly encouraged or required to participate in this internship opportunity. Students must complete 45 hours within a medical office environment. Many of the offices that participate in this internship are on campus; however, students may also work off campus. The focus of this internship opportunity is not only to give students a greater understanding of working within a professional organization, but also to open doors for the students if an opening occurs in their internship office after graduation. Monitoring occurs during the 45-hour, one-credit internship experience whereby the Healthcare Office Coordinator faculty meets with both student and the internship site supervisor at the office where the student is interning. Prerequisite: Healthcare Office Coordinator sophomore student status and BSAD 140 1 credit (45 hours per semester), fall and spring semester

HCOC 292. Healthcare Office Intern II. (1 Credit)

HCOC 292 – HEALTHCARE OFFICEINTERNSHIP II Similar to HCOC 291 this is an additional one-credit hour course (another 45 hours required) and is taken after a student has successfully completed HCOC 291. HCOC 292 allows a student an additional credit, and subsequently, additional working experience. Pre or Co-requisite: HCOC 291 or OFFT 291 1 credit (45 hours per semester), fall and spring semester

HCOC 301. Advanced Medical Coding. (3 Credits)

This course is designed to utilize the student's previous learning experience to the variety of tasks and skills required for an administrative medical assistant dealing with coding. Students will be able to work on cases that are coded with service codes (CPT and HCPCS) and diagnosis codes (ICD-9-CM) in the outpatient settings of the clinic and outpatient departments of the hospital for both the physician and facility services. Prerequisite: OFFT 200-Medical Coding or HCOC 200-Medical Coding. 3 credits (3 lecture hours).

HCOC 335. Advanced Medical Transcription. (3 Credits)

This is an advanced medical transcription course whereby students gain competence in transcribing the advanced materials provided in the textbook, which more closely resemble on-the-job tasks than in the initial stages of learning medical transcription. This course has strong emphasis on editing and critical thinking activities. Prerequisite: OFFT 235 Medical Transcription or HCOC 235 Medical Transcription and OFFT 250 Medical Terminology or HCOC 250 Medical Terminology, or permission of the instructor. 3 credit hours (2 lecture hours, 2 laboratory hours), fall semester.