

Medical Coding Associate (MCOD)	C189
PREREQUISITES	
BOC 1201 Beginning Keyboarding	3
or	
BOC 1202 Intermediate Keyboarding	
DAP 1201 Business Computer Systems	3
HEA 1225 Introduction to Medical Terminology	V3
LSC 1101 General Biology	4
FIRST SEMESTER	
BOC 2262 Medical Office Procedures	4
HEA 2264 Medical Insurance & Coding I	3
LSC 2111 Human Anatomy & Physiology I	4
MED 2204 Healthcare Delivery	4
MED 2207 Introduction to Pharmacology	<u>1</u>
	16
SECOND SEMESTER	
HEA 2215 Electronic Medical Records Mgmt.	3
HEA 2266 Medical Insurance & Coding II	3
LSC 2112 Human Anatomy & Physiology II	4
MED 2206 Intro. to Human Pathophysiology	3
MED 2208 Medical Reimbursement	<u>3</u>
	16
THIRD SEMESTER	
MED 2209 Advanced Coding	4
MED 2211 Certification Prep/Hospital	1
or	
MED 2212 Certification Prep/Physician	
MED 2298 Coding Practicum	<u>3</u>
	8
Total Hours	40

Certificate

Medical Transcription (MEDTR) C195

The Medical Transcription certificate program is designed to prepare medical transcriptionists, medical receptionists, and other related personnel who do not need shorthand as a requirement for employment in medical offices. Jobs are available in this area in hospitals, clinics, doctors' offices, insurance companies, health foundations, local industries, and Illinois state and U.S. governmental agencies.

Medical Transcription (MEDTR)	C195
PRE-PROGRAM REQUIREMENTS	
BOC 1201 Beginning Keyboarding	3
FIRST SEMESTER	
BOC 1202 Intermediate Keyboarding	3
BOC 1206 Employment Methods	1
DAP 1201 Business Computer Systems	3
ENG 1111 Composition I	3
or	
ENG 1201 Communications	
HEA 1225 Introduction to Medical Terminology	V3
HEA 2215 Electronic Medical Records Mgmt.	<u>3</u>
	16
SECOND SEMESTER	
BOC 2203 Advanced Keyboarding	3
BOC 2262 Medical Office Procedures	4
BOC 2263 Medical Transcription I	3
DAP 2202 Word Processing I	3
ENG 1212 Technical Writing	3
LSC 2264 Anatomy for Medical Secretaries	<u>3</u>
	19
Total Hours	35

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.iecc.edu/consumer/.



Olney Central College

www.iecc.edu/occ

Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

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Medical Office Careers

Olney Central College

Olney, IL

an Illinois Eastern Community College



Associate in Applied Science Medical Office Assistant

(SMED) D190

The Medical Office Assistant degree program is designed to prepare medical office assistants, medical transcriptionists, medical receptionists and other related personnel to meet the needs of area and national medical offices. In this area, jobs are available in hospitals, clinics, doctors' offices, insurance companies, health foundations, local industries and Illinois state and U.S. governmental agencies. The demand for well-trained medical office assistants is increasing due to the expansion of medical services, medical agencies and the increase of required medical records maintenance. Beginning keyboarding is a pre-program requirement and cannot be used as an elective. The student will be placed in keyboarding courses according to previous experience, training and ability.

Beginning and intermediate courses may be waived; the advanced course is required. Elective classes must be taken in lieu of waived courses. This degree is available online.

Medical Office Assistant (SMED) D190

FIRST SEMESTER

BOC 1202	Intermediate Keyboarding	3
BOC 1206	Employment Methods	1
DAP 2202	Word Processing I	3
ENG 1111	Composition I	3
HEA 1225	Introduction to Medical Terminology	V3
HEA 2215	Electronic Medical Records Mgmt.	3
		<hr/> 16

SECOND SEMESTER

BOC 2203	Advanced Keyboarding	3
BOC 2262	Medical Office Procedures	4
BOC 2263	Medical Transcription I	3
ENG 1212	Technical Writing	V3
HEA 1212	Clinical Processes	3
LSC 2264	Anatomy for Medical Secretaries	3
		<hr/> 19

THIRD SEMESTER

BOC 2268	Medical Office Seminar I	V1
BOC 2269	Medical Office Internship I	V2
CIS 1278	Spreadsheet	V3
HEA 2264	Medical Insurance & Coding I	3
PSY 1101	General Psychology I	3
SPE 1101	Fundamentals of Effective Speaking	3
		<hr/> 15

FOURTH SEMESTER

BOC 2202	Professional Portfolio	2
BOC 2265	Medical Transcription II	3
BOC 2270	Medical Office Internship/ Seminar II	V3
CIS 1286	Database	V3
HEA 2210	Stat. Analysis of Health Data or	4
MTH 1131	Introduction to Statistics	
HEA 2266	Medical Insurance & Coding II	3
		<hr/> 18

Total Hours 68

Certificate Medical Coding Associate

(MCOD) C189

Delivering quality healthcare depends on capturing accurate and timely medical data; medical coding professionals fulfill this need as key players in the healthcare workplace. Olney Central College's Medical Coding Associate certificate program will prepare students for the Certificate Coding Associate exam/certification (www.ahima.org/certification/cca.aspx). Health information coding is the transformation of verbal descriptions of diseases, injuries and procedures into numeric or alphanumeric designations. The coding of health-related data permits access to medical records by diagnoses and procedures for use in clinical care, research and education. Medical coders assign a code to each diagnosis and procedure by using classification systems software. The classification system determines the amount for which healthcare providers will be reimbursed if the patient is covered by Medicare, Medicaid or other insurance programs using the system. Coders may use several coding systems, such as those required for ambulatory settings, physician offices or long-term care. Successful completion of course prerequisites are required prior to enrollment into this certificate program.