

Medical Information Coder/Biller Administration

Recommended Course Sequence Guide

Associate in Science Degree 2008-09

Medical Information Coder/Biller Admin – 63 Hrs

Full-time Students

Part-time Students

Semester 1 (12 credit hours)

OST 1100 ¹Keyboarding & Document Processing I

OST 1257 ¹Medical Terminology for the Office

OST 2854 Microsoft Office

*ENC 1101 Freshman Composition I

Semester 2 (12 credit hours)

OST 2711 WordPerfect for Windows

OR

OST 2756 Microsoft Word

OST 1467 ¹Intro to Body Systems for OST

OST 1355 Records Management & Legal Implications

*Humanities Elective
(**See A.S. General Ed Requirement)

Semester 3 (12 credit hours)

OST 2450 ICD-9 Coding

*General Ed Elective
(**See A.S. General Ed Requirement)

OST 2464 Medisoft

OST 1335 Business Communications

Semester 4 (12 credit hours)

OST 2452 Advanced ICD-9 Coding

*MTB 1103 Business Math
OR

APA 1111 Basic Accounting
OR

ACG 2021 Principles of Financial Accounting

*Science/Math Elective
(**See A.S. General Ed Requirement)

OST 2501 Office Management

Semester 5 (9 credit hours)

OST 2453 CPT-4 Medical Coding

*PSY 1012 General Psychology
OR

INP 1301 Psychology in Business & Industry

*General Ed Elective
(**See A.S. General Ed Requirement)

Semester 6 (6 credit hours)

OST 2454 Advanced CPT-4 Medical Coding

OST 2943 Internship in Medical Information Coder/Biller Administration

AND/OR

Select 3 hours – (see Medical Info Coder/Biller Administration Electives)

Semester 1 (9 credit hours)

OST 1100 ¹Keyboarding & Document Processing I

OST 1257 ¹Medical Terminology for the Office

*ENC 1101 Freshman Composition I

Semester 2 (9 credit hours)

OST 1467 ¹Introduction to Body Systems for OST

OST 2854 Microsoft Office

OST 1355 Records Management & Legal Implications

Semester 3 (9 credit hours)

OST 2450 ICD-9 Coding

OST 2711 Word Perfect for Windows

OR

OST 2756 Microsoft Word

*Humanities Elective
(**See A.S. General Ed Requirement)

Semester 4 (9 credit hours)

OST 1335 Business Communications

OST 2452 Advanced ICD-9 Coding

OST 2464 Medisoft

Semester 5 (9 credit hours)

OST 2453 CPT-4 Medical Coding

OST 2501 Office Management

*General Ed Elective
(**See A.S. General Ed Requirement)

Semester 6 (6 credit hours)

OST 2454 Advanced CPT-4 Medical Coding

*MTB 1103 Business Math
OR

APA 1111 Basic Accounting
OR

ACG 2021 Principles of Financial Accounting

Semester 7 (9 credit hours)

*General Ed Elective
(**See A.S. General Ed Requirement)

*PSY 1012 General Psychology
OR

INP 1301 Psychology in Business & Industry

*Science/Math Elective
(**See A.S. General Ed Requirement)

Semester 8 (3 credit hours)

OST 2943 Internship in Medical Information Coder/Biller Administration

AND/OR

Select 3 hours – (see Medical Info Coder/Biller Administration Electives)

*Required for degree completion, but can be taken any semester.

**A.S. General Education Requirement listing can be accessed at: <http://www.valenciac.edu/catalog>

¹Students with prior experience and/or instruction in OST 1100, 1110, 1257, and/or 1467 should consult a Career Program Advisor about credit-by-examination or alternate possibilities. All courses are not offered every semester or on every campus.