

**MEDICAL INSURANCE CODING DIPLOMA**

Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
                     Last                      First                      Middle/Maiden

Address: \_\_\_\_\_  
                     P.O. Box/Street                      City                      State                      Zip

Home Phone: \_\_\_\_\_ Cell/Alternate Phone: \_\_\_\_\_ Advisor: \_\_\_\_\_

<b>FIRST SEMESTER</b>		<b>Hours</b>	<b>Grade</b>	<b>Date Completed</b>
***OST 110	Document Formatting and Word Processing	3		
*OST 230	Medical Records and Data Management <b>OR</b>	3		
OST 160	Records and Database Management	(3)		
OST 103	Medical Office Terminology <b>OR</b>	3		
AHS 115	Medical Terminology <b>OR</b>	(3)		
CLA 131	Medical Terminology from Greek & Latin	(3)		
BIO 130	Aspects of Human Biology <b>OR</b>	3		
AHS 109	Introduction to Body Structure and Function <b>OR</b>	(4)		
BIO 135	Basic Anatomy and Physiology with Lab <b>OR</b>	(4)		
BIO 137	Human Anatomy and Physiology with Lab <b>AND</b>	(4)	If BIO 137 and BIO 139 are chosen to complete this category, they should not be taken the first semester due to the high number of credit hours.	
BIO 139	Human Anatomy and Physiology II	(4)		
OST 104	Introduction to Medical Insurance	3		
_____	Computer Literacy	3		
<b>TOTAL CREDIT HOURS</b>		<b>18-23</b>		

<b>SECOND SEMESTER</b>		<b>Hours</b>	<b>Grade</b>	<b>Date Completed</b>
ENG 101	Writing I <b>OR</b>	3		
OST 108	Editing Skills for Office Professionals	(3)		
OST 204	Medical Coding	3		
*OST 217	Medical Office Procedures <b>OR</b>	3		
OST 215	Office Procedures	(3)		
OST 227	Medical Office Software	3		
OST 213	Business Calculations for the Office Professional <b>OR</b>	3		
MT 105	Business Mathematics <b>OR</b>	(3)		
_____	Higher Level Math	(3)		
<b>TOTAL CREDIT HOURS</b>		<b>15</b>		

<b>THIRD SEMESTER</b>		<b>Hours</b>	<b>Grade</b>	<b>Date Completed</b>
OST 205	Advanced Medical Coding	3		
OST 235	Business Communications Technology	3		
OST 295	Office Systems Technology Internship <b>OR</b>	3		
COE 199	Cooperative Office	(2)		
<b>TOTAL CREDIT HOURS</b>		<b>8-9</b>		

\*Course highly recommended by Program Advisor.

\*\*\*If student has no formal keyboarding training in using the touch method of keying, OST 100 should be completed before enrolling in OST 110.

**NOTE: Completion of course recommendations for the first semester will also warrant completion of the Medical Office Trainee certificate.**

Progression in the Medical Information Technology program is contingent upon achievement of a grade of "C" or better in each course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale).

**Enrollment Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_