

**Medical Coding Associate (MCOD) C189**

**PRE-PROGRAM REQUIREMENTS**

BOC 1201	Beginning Keyboarding	
	or	
BOC 1202	Intermediate Keyboarding	
DAP 1201	Business Computer Systems	
HEA 1225	Introduction to Medical Terminology	
LSC 1101	General Biology I	

**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	$\frac{1}{16}$

**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	$\frac{3}{16}$

**THIRD SEMESTER**

MED 2209	Advanced Coding	4
MED 2211	Certification Prep	1
MED 2298	Coding Practicum	$\frac{3}{8}$

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**

**FIRST SEMESTER**

BOC 1202	Intermediate Keyboarding	3
HEA 1225	Introduction to Medical Terminology	3
HEA 2215	Electronic Medical Records Mgmt.	3
DAP 1201	Business Computer Systems	3
ENG 1111	Composition I	3
	or	
ENG 1201	Communications	
BOC 1206	Employment Methods	$\frac{1}{16}$

**SECOND SEMESTER**

BOC 2203	Advanced Keyboarding	3
BOC 2262	Medical Office Procedures	4
ENG 1212	Technical Writing	3
BOC 2263	Medical Transcription I	3
DAP 2202	Word Processing I	3
LSC 2264	Anatomy for Medical Secretaries	$\frac{3}{19}$

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/](http://www.iecc.edu/consumer/).



**OLNEY CENTRAL COLLEGE**

[www.iecc.edu/occ](http://www.iecc.edu/occ)

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# Medical Office Careers

Illinois Eastern Community Colleges



## Olney Central College

Olney, IL





**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.

<b>Medical Office Assistant (SMED)</b>	<b>D190</b>
<b>FIRST SEMESTER</b>	
BOC 1202 Intermediate Keyboarding	3
BOC 1206 Employment Methods	1
HEA 2215 Electronic Medical Records Mgmt.	3
DAP 2202 Word Processing I	3
ENG 1111 Composition I	3
HEA 1225 Introduction to Medical Terminology	3V
	<hr/> 16
<b>SECOND SEMESTER</b>	
BOC 2203 Advanced Keyboarding	3
BOC 2262 Medical Office Procedures	4
BOC 2263 Medical Transcription I	3
ENG 1212 Technical Writing	3V
HEA 1212 Clinical Processes	3
LSC 2264 Anatomy for Medical Secretaries	3
	<hr/> 19
<b>THIRD SEMESTER</b>	
BOC 2268 Medical Office Seminar I	1V
BOC 2269 Medical Office Internship I	2V
HEA 2264 Medical Insurance & Coding I	3
CIS 1278 Spreadsheet	3V
PSY 1101 General Psychology I	3
SPE 1101 Fundamentals of Effective Speaking	3
	<hr/> 15
<b>FOURTH SEMESTER</b>	
BOC 2202 Professional Portfolio	2
BOC 2265 Medical Transcription II	3
BOC 2270 Medical Office Internship/Sem. II	3V
HEA 2266 Medical Insurance & Coding II	3
CIS 1286 Database	3V
HEA 2210 Stat. Analysis of Health Data	4
	<hr/> or
MTH 1131 Introduction to Statistics	3
	<hr/> 18
Total Hours	68

To learn more about Medical Office Careers, please contact Amie Mayhall at 618-395-7777, ext. 2229, or Shasta Bennett at ext. 2231.

**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](http://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.