### Medical Billing Specialist / Medical Administrative Assistant

**Advising Summary Sheet**

**As of Spring 2014**

<table>
<thead>
<tr>
<th>Skill Building</th>
<th>When Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT 024</td>
<td>SuFWSp</td>
</tr>
<tr>
<td>OT 025</td>
<td>SuFWSp</td>
</tr>
<tr>
<td>CS 100</td>
<td>SuFWSp</td>
</tr>
</tbody>
</table>

### Medical Billing Specialist Certificate

- BUS 112 Business Math  
  - SuFWSp
- CS 110 Intro to Computer Apps  
  - SuFWSp
- OT 222 Records and DB Management  
  - FW
- OT 280 Medical Terminology  
  - F(class)WSpSu(ONL)
- OT 232 Medical Insurance Procedures  
  - Wtr14, spg15
- BUS 157 Human Relations  
  - FWSp
- ACCT 201 Principles of Accounting  
  - FWSp
- BUS 136 Business Communications  
  - FWSp
- OT 125 Intro to Word Processing (WPApps)  
  - SuFWSp
- BUS 191 Coop Work Experience (2 cr)  
  - SuFWSp
- BUS 192 Business Leadership (3 cr)  
  - FWSp
- OT 126 Advanced Word Processing  
  - SuFWSp
- OT 234 Medical Coding (5 cr)  
  - Sp14, Win15
- OT 281 Medical Terminology II (5 cr)  
  - FSp
- OT 231 Medical Office Procedures (5 cr)  
  - Fall Only

### Medical Administrative Assistant (AA) (above also)

- BUS 291 Coop Work Experience (2 cr)  
  - SuFWSp
- BUS 292 Business Leadership (3 cr)  
  - FWSp
- OT 224 Administrative Capstone  
  - Spring Only
- CMST 102 Intr Psl Comm (OR 201)  
  - SuFWSp
- BUS 137 Business Communications II  
  - WSp
- OT 115 Medical Transcription I (5 cr)  
  - Winter Only
- BUS 217 Computer Software Applications  
  - FSp
**Prerequisites:**

**OT 125*** requires keying speed of 30-35 net wpm without looking at the keys. See Krista for pre-testing if in doubt. If student is not keying at this level, enroll in OT 024 if they need to look at the keys or OT 025 if they just need to build speed. OT 125 can be taken co-enrolled with CS110 IF they took CS 100 or have solid computer skills but CS 100 is preferred.

**Advising Notes:**
Core Medical Courses (**OT 231, OT 232, and OT 234**) should be taken as close to graduation as possible so the content is fresh when they enter the job market. They are only offered once a year but place in the last year they attend that quarter.
Coop Classes should be taken in their last quarter for Med Billing Specialist and last two quarters for MAA.