

# MEDICAL OFFICE PROFESSIONAL (MEDOP)

## MEDOP 20 HEALTH CARE ESSENTIALS 3 UNITS

Grade Only

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; MATH 35 or equivalent or through the Southwestern College multiple measures placement processes; ENGL 71 or equivalent or through the Southwestern College multiple measures placement processes; BUS 70 or equivalent.

Lecture 3 hours

Offered: ALL

Provides an introduction to the healthcare profession. Includes human body structures and functions, basic math computations, infection control protocols and workplace safety, and effective communication skills. Emphasizes the legal and ethical scope of practice for healthcare professionals. [D]

## MEDOP 21 CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING 3 UNITS

Grade Only

Fee: \$10

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; MATH 35 or equivalent or through the Southwestern College multiple measures placement processes; ENGL 71 or equivalent or through the Southwestern College multiple measures placement processes; BUS 70 or equivalent.

Prerequisite: MEDOP 133 and MEDOP 236, or equivalent.

Lecture 3 hours, laboratory 1 hour

Offered: FALL, SPRING

Focuses on the guidelines for the Current Procedural Terminology (CPT) coding systems and application of the rules to code patient services.

Provides an overview of coding conventions, principles, regulatory guidance, and coding software. [D]

## MEDOP 22 INT'L CLASSIFICATION OF DISEASES-CLINICAL MODIFICATION (ICD-CM) CODE 3 UNITS

Grade Only

Fee: \$10

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; MATH 35 or equivalent or through the Southwestern College multiple measures placement processes; ENGL 71 or equivalent or through the Southwestern College multiple measures placement processes; BUS 70 or equivalent.

Prerequisite: MEDOP 133 and MEDOP 236, or equivalent.

Lecture 3 hours, laboratory 1 hour

Offered: FALL, SPRING

Focuses on the guidelines and rules for the International Classification of Diseases-Clinical Modification (ICD-CM) coding system and the application of the rules to code patient diagnoses and procedures.

Provides instruction on ensuring accuracy of diagnostic groupings and adherence to current regulations in code assignment. [D]

## MEDOP 23 INTRODUCTION TO MEDICAL BILLING AND CODING 3 UNITS

Grade Only

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; MATH 35 or equivalent or through the Southwestern College multiple measures placement processes; ENGL 71 or equivalent or through the Southwestern College multiple measures placement processes; BUS 70 or equivalent.

Prerequisite: MEDOP 27, MEDOP 133, MEDOP 231, and MEDOP 236, or equivalent.

Lecture 3 hours

Offered: FALL, SPRING

Focuses on the guidelines for the Current Procedural Terminology (CPT) coding systems and the rules for the International Classification of Diseases-Clinical Modification (ICD-CM) coding system. Introduces the student to health insurance and reimbursement. Develops an understanding of coding conventions, principles, billing practices, and the legal and regulatory issues in reimbursement methodologies. [D]

## MEDOP 25 MEDICAL ASSISTING-CLINICAL PRACTICUM 3 UNITS

Grade Only

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; MATH 35 or equivalent or through the Southwestern College multiple measures placement processes; ENGL 71 or equivalent or through the Southwestern College multiple measures placement processes.

Prerequisite: MEDOP 135 or equivalent.

Laboratory 9 hours

Offered: ALL

Provides clinical experience in an ambulatory health care setting. Utilizes knowledge of medical assisting practices to support the physician in the provision of patient assessment and care. [D]

## MEDOP 27 PHYSICIAN OFFICE LABORATORY PROCEDURES 4 UNITS

Grade Only

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; MATH 35 or equivalent or through the Southwestern College multiple measures placement processes; ENGL 71 or equivalent or through the Southwestern College multiple measures placement processes; BUS 70 or equivalent.

Prerequisite: MEDOP 20, MEDOP 121, and MEDOP 230, or equivalent.

Lecture 3 hours, laboratory 3 hours

Offered: FALL, SPRING

Trains students to perform the Physician Office Laboratory (POL) diagnostic tests, following the Clinical Laboratory Improvement Amendments (CLIA) and Occupational Safety and Health Administration (OSHA) guidelines. Trains students on the proper techniques complying with asepsis, sanitation, disinfection, and sterilization standards. Trains students to perform patient screening using established protocols, and screen test results. [D]

**MEDOP 30  
MEDICAL ASSISTING-ADMINISTRATIVE PRACTICUM  
3 UNITS**

Grade Only

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; MATH 35 or equivalent or through the Southwestern College multiple measures placement processes; ENGL 71 or equivalent or through the Southwestern College multiple measures placement processes; BUS 70 or equivalent.

Prerequisite: MEDOP 135 or equivalent.

Laboratory 9 hours

Offered: ALL

Provides administrative experience in an ambulatory health care setting. Utilizes the knowledge of administrative medical assisting practices to support effective office functions. [D]

**MEDOP 35  
MEDICAL ASSISTING-MEDICAL INSURANCE BILLING AND CODING PRACTICUM  
3 UNITS**

Grade Only

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; MATH 35 or equivalent or through the Southwestern College multiple measures placement processes; ENGL 71 or equivalent or through the Southwestern College multiple measures placement processes; BUS 70 or equivalent.

Prerequisite: MEDOP 135 or equivalent.

Laboratory 9 hours

Offered: ALL

Provides experience in the application of managed care/insurance policies and procedures. Utilizes the most current procedural and diagnostic coding to achieve appropriate reimbursement. [D]

**MEDOP 44  
MEDICAL INSURANCE BILLING  
3 UNITS**

Grade Only

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; MATH 35 or equivalent or through the Southwestern College multiple measures placement processes; ENGL 71 or equivalent or through the Southwestern College multiple measures placement processes; BUS 70 or equivalent.

Prerequisite: MEDOP 133 and MEDOP 236, or equivalent.

Lecture 3 hours, laboratory 1 hour

Offered: FALL, SPRING

Introduces the student to health insurance and reimbursement. Develops an understanding of common medical billing practices, the health insurance industry, legal and regulatory issues, and differences in reimbursement methodologies. Covers principles of medical billing related to proper claim form preparation, submission, and payment processing, and the follow up process. [D]

**MEDOP 45  
MEDICAL ASSISTING COMPREHENSIVE PRACTICUM  
4 UNITS**

Grade Only

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; MATH 35 or equivalent or through the Southwestern College multiple measures placement processes; ENGL 71 or equivalent or through the Southwestern College multiple measures placement processes; BUS 70 or equivalent.

Prerequisite: MEDOP 135 or equivalent.

Laboratory 12 hours

Offered: ALL

Provides clinical, administrative, and managed care/insurance practice and experience in an ambulatory healthcare setting. Utilizes the knowledge of medical assisting practice to support the delivery of patient assessment, care, and billing. [D]

**MEDOP 50  
PATIENT CARE COORDINATOR I  
6 UNITS**

Grade Only

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.

Lecture 6 hours

Offered: FALL, SPRING

Provides entry patient care coordinator (PCC) skills for evaluating, planning, and advocating for patient health needs. Trains students to monitor and coordinate patient treatment plans, to understand health status, and check progress in an ambulatory. Part one of a two-part series. [D]

**MEDOP 51  
PATIENT CARE COORDINATOR II  
6 UNITS**

Grade Only

Prerequisite: MEDOP 50 or equivalent.

Lecture 6 hours

Offered: FALL, SPRING

Develops communication skills and expands occupation-specific terminology for the patient care coordinator work environment. Emphasizes language skills in the context of cultural competency, health coaching, motivational interviewing. Speeds the transition to careers based on completion of the course as a patient care coordinator. [D]

**MEDOP 121**  
**ELECTRONIC HEALTH RECORDS**  
**2 UNITS**

Grade Only  
 Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; MATH 35 or equivalent or through the Southwestern College multiple measures placement processes; ENGL 71 or equivalent or through the Southwestern College multiple measures placement processes; BUS 70 or equivalent.

Lecture 2 hours  
 Offered: FALL, SPRING

Introduces the fundamental principles for creating and maintaining an Electronic Health Record (EHR). Reviews the history of the EHR and current trends in health care information applications such as clinical information systems, administrative information systems, and management support systems. Explores the transition from a paper-based health record to an EHR. [D]

**MEDOP 133**  
**HUMAN STRUCTURES AND FUNCTIONS**  
**4 UNITS**

Grade Only  
 Fee: \$1  
 Recommended Preparation: Elementary Algebra Proficiency is recommended; RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; BUS 70 or equivalent; ENGL 115 or equivalent or through the Southwestern College multiple measures placement processes.

Prerequisite: MEDOP 20 and MEDOP 230, or equivalent.  
 Lecture 4 hours  
 Offered: FALL, SPRING

Prepares students with the fundamental knowledge of human anatomy and physiology. Introduces basic concepts of the normal, abnormal, and changes associated with anatomy and physiology. [D; CSU]

**MEDOP 135**  
**PATHOPHYSIOLOGY**  
**3 UNITS**

Grade Only  
 Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; MATH 35 or equivalent or through the Southwestern College multiple measures placement processes; ENGL 71 or equivalent or through the Southwestern College multiple measures placement processes; BUS 70 or equivalent.

Prerequisite: MEDOP 20 and MEDOP 230, or equivalent.  
 Lecture 3 hours  
 Offered: FALL, SPRING

Provides a basic understanding of pathophysiology as a change from normal physiological functions of the various systems of the human body. Covers illness and disease within a systems framework across the lifespan. [D; CSU]

**MEDOP 230**  
**MEDICAL TERMINOLOGY**  
**3 UNITS**

Grade Only  
 Fee: \$1  
 Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.  
 Lecture 3 hours  
 Offered: ALL  
 Provides students with a fundamental knowledge of how medical terms are constructed, pronounced, and spelled from word parts (prefixes, word roots, combining forms, and suffixes). Introduces diagnostic tools and procedures, and basic pharmacological and other treatment procedures currently used in patient care. [D; CSU]

**MEDOP 231**  
**ADMINISTRATIVE MEDICAL ASSISTING PROCEDURES**  
**4 UNITS**

Grade Only  
 Fee: \$1  
 Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; MATH 35 or equivalent or through the Southwestern College multiple measures placement processes; ENGL 71 or equivalent or through the Southwestern College multiple measures placement processes; BUS 70 or equivalent.

Prerequisite: MEDOP 20, MEDOP 121, and MEDOP 230, or equivalent.  
 Lecture 3 hours, laboratory 3 hours  
 Offered: FALL, SPRING

Prepares medical assisting students to work in physicians' offices, clinics, hospitals, and other medical areas. Covers administrative and clerical functions of a medical assistant, including patient reception, scheduling appointments, telephone procedures, medical records management, practice finances, written communication, and professional and personal conduct. [D; CSU]

**MEDOP 234**  
**CLINICAL PROCEDURES**  
**4 UNITS**

Grade Only  
 Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; MATH 35 or equivalent or through the Southwestern College multiple measures placement processes; ENGL 71 or equivalent or through the Southwestern College multiple measures placement processes; BUS 70 or equivalent.

Prerequisite: MEDOP 133 and MEDOP 236, or equivalent.  
 Lecture 3 hours, laboratory 3 hours  
 Offered: FALL, SPRING

Trains students assisting the patient and physician in all medical office clinical procedures. Provides students with the essential knowledge to perform and document vital signs, body measurements, electrocardiograms, Physician Office Laboratory tests, and to administer medications and immunizations to patients. Instructs students on the proper preparation of instruments and materials for minor surgical procedures and specialty examinations. [D; CSU]

**MEDOP 236  
PHARMACOLOGY FOR HEALTH CARE PROFESSIONALS  
3 UNITS**

Grade Only

Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes; MATH 35 or equivalent or through the Southwestern College multiple measures placement processes; ENGL 71 or equivalent or through the Southwestern College multiple measures placement processes; BUS 70 or equivalent.

Prerequisite: MEDOP 20 and MEDOP 230, or equivalent.

Lecture 3 hours

Offered: FALL, SPRING

Provides students with essential knowledge of current practices and procedures utilized in the preparation and administration of medications to adults and special groups (elderly and children), emphasizing at all times the safety for both the health care professional and the patient. [D; CSU]

**MEDOP 290  
WORK EXPERIENCE IN MEDICAL ASSISTANT I  
2-4 UNITS**

Grade Only

Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Medical Assistant major in order to apply learned theory in a practical hands-on setting through an internship class.

Limitation on Enrollment: Declared Medical Assistant major.

Laboratory 12 hours

Offered: ALL

Introduces principles and skills acquired in the Medical Assistant major to on-the-job assignments. One unit of credit is granted for every 54 hours of work experience. Credit may be accrued at the rate of 2 to 4 units per semester for a total of fourteen units. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

**MEDOP 291  
WORK EXPERIENCE IN MEDICAL ASSISTANT II  
2-4 UNITS**

Grade Only

Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Medical Assistant major in order to apply learned theory in a practical hands-on setting through an internship class.

Prerequisite: MEDOP 290 or equivalent.

Limitation on Enrollment: Declared Medical Assistant major.

Laboratory 12 hours

Offered: ALL

Applies beginning-level principles and skills acquired in the Medical Assistant major to on-the-job assignments. One unit of credit is granted for every 54 hours of work experience. Credit may be accrued at the rate of 2 to 4 units per semester for a total of fourteen units. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

**MEDOP 292  
WORK EXPERIENCE IN MEDICAL ASSISTANT III  
2-4 UNITS**

Grade Only

Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Medical Assistant major in order to apply learned theory in a practical hands-on setting through an internship class.

Prerequisite: MEDOP 291 or equivalent.

Limitation on Enrollment: Declared Medical Assistant major.

Laboratory 12 hours

Offered: ALL

Provides intermediate-level principles and skills acquired in the Medical Assistant major to on-the-job assignments. One unit of credit is granted for every 54 hours of work experience. Credit may be accrued at the rate of 2 to 4 units per semester for a total of fourteen units. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

**MEDOP 293  
WORK EXPERIENCE IN MEDICAL ASSISTANT IV  
2-4 UNITS**

Grade Only

Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Medical Assistant major in order to apply learned theory in a practical hands-on setting through an internship class.

Prerequisite: MEDOP 292 or equivalent.

Limitation on Enrollment: Declared Medical Assistant major.

Laboratory 12 hours

Offered: ALL

Covers advanced-level principles and skills acquired in the Medical Assistant major to on-the-job assignments. One unit of credit is granted for every 54 hours of work experience. Credit may be accrued at the rate of 2 to 4 units per semester for a total of fourteen units. The job supervisor and instructor will evaluate each student's job performance. [D; CSU]

**MEDOP 299  
INDEPENDENT STUDY  
1-3 UNITS**

Pass/No Pass or Grade is Allowed

Limitation on Enrollment: Eligibility for independent study.

Lecture 3 hours

Offered: ALL

Individual study or research in some area of Medical Office Professional of particular interest to the student and not included in the regular courses of the college. [D; CSU]