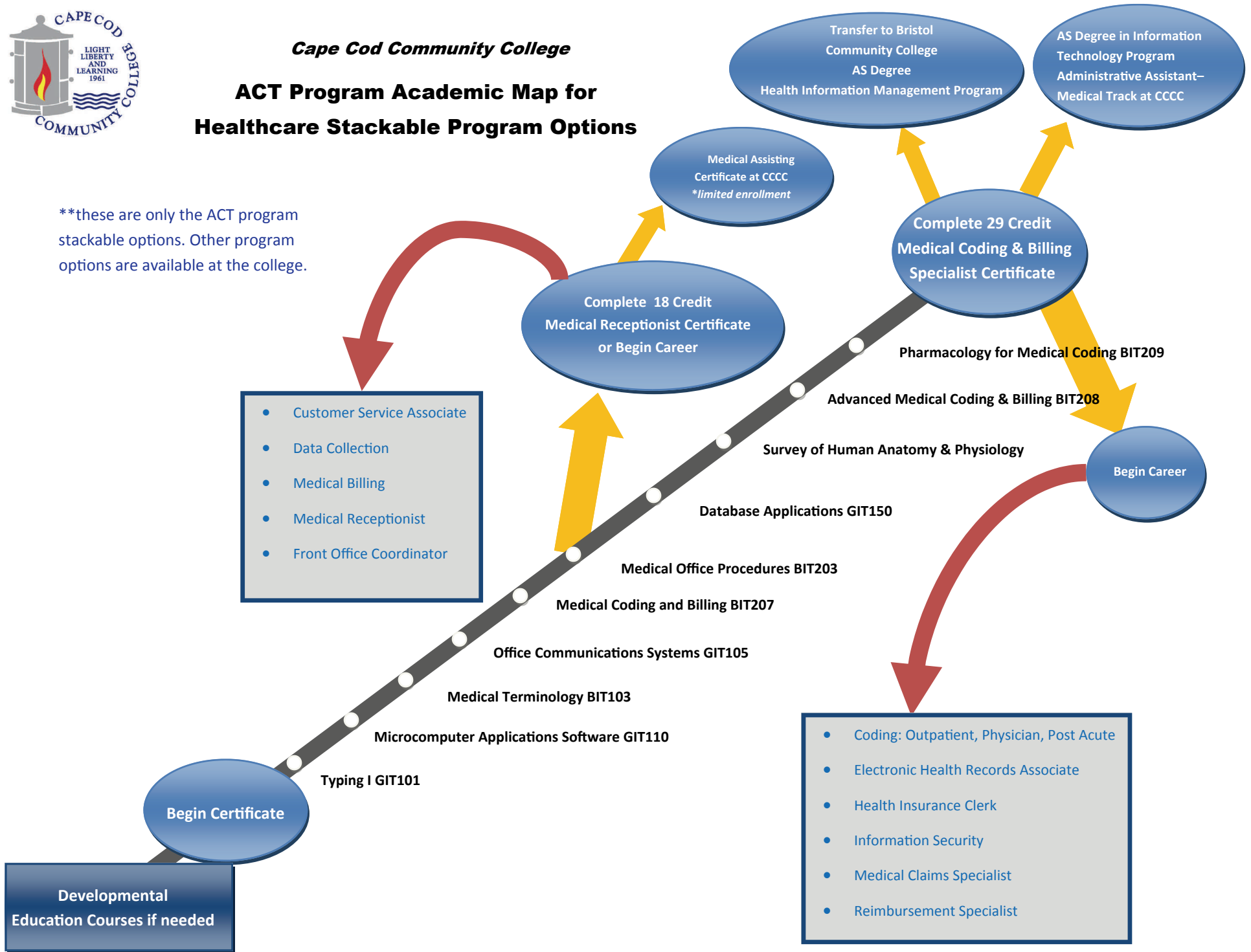




**Cape Cod Community College**

**ACT Program Academic Map for Healthcare Stackable Program Options**

\*\*these are only the ACT program stackable options. Other program options are available at the college.



- Customer Service Associate
- Data Collection
- Medical Billing
- Medical Receptionist
- Front Office Coordinator

- Coding: Outpatient, Physician, Post Acute
- Electronic Health Records Associate
- Health Insurance Clerk
- Information Security
- Medical Claims Specialist
- Reimbursement Specialist

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# Course Descriptions

## Typing I

**GIT101.** Students learn to master the computer keyboard, develop speed and accuracy, and prepare basic business documents. *Prerequisite: None / 3 credits.*

## Microcomputer Applications Software

**GIT110.** This course focuses on the use of the microcomputer in various business settings. A lab/lecture environment is used to enable students to learn the Windows operating system and four commonly used software packages selected from applications in word processing, spreadsheets, databases, and presentation graphics. Students are introduced to the software and then progress through various challenging assignments, including integrating applications. Basic concepts in Internet usage, including electronic mail, are an integral part of the course. *Prerequisite: GIT102 or equivalent, ENL020, and ENL050 or satisfactory basic skills assessment score / 3 credits.*

## Medical Terminology

**BIT103.** Medical terminology is the study of the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes, and suffixes. The study focuses on correct pronunciation, spelling, and use of medical terms. Anatomy, physiology, and pathology of disease are discussed yet no previous knowledge of these topics is necessary. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.*

## Office Communications Systems

**GIT105.** This course is designed to expose the student to the variety of information/communication modes available to individuals employed in today's office environment. The following major areas are addressed: communication theory, electronic communications in the automated office, oral presentation, ethical practices, and written business documentation. The importance of accurate communications and the development of language art skills are emphasized. Business communications and formats, including business reports, letters, and memos are studied. *Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.*

## Medical Office Procedures

**BIT203.** Students prepare for immediate and long-term success as administrative assistants and medical assistants in a medical office environment. The course in-

cludes the following: an overview of the healthcare industry, client/patient relations and communication, health information management, medical practice management, and professional workplace behavior. Students acquire skills in a medical office software package and explore ethical/legal issues in modern medicine. *Prerequisite: GIT120 or GIT110 and BIT103 / 3 credits.*

## Database Applications

**GIT150.** Students acquire an in-depth, hands-on understanding of a PC-based relational database. Using Microsoft Access®, students create and edit tables, forms, and reports; sort, query and graph data; and attach, import and export data to/from other applications. Data normalization techniques are studied. Students, working individually and in teams, design and implement database applications. This course prepares students for the Microsoft Office User Specialist Access exam. *Prerequisite: GIT120, GIT108 or GIT110 or equivalent skill level in Windows / 3 credits.*

## Survey of Human Anatomy and Physiology

**BIO105.** This is an introductory course of human anatomy and physiology. The course starts with anatomical terms and basic cellular biology and then emphasizes the structure and function of several organ systems. The laboratory portion of the course involves the examination of slides, bones, models, and the dissection of a rat. (This course does not meet the Nursing and Dental Hygiene program requirements for Anatomy and Physiology.) (3 class hours / 2 laboratory hours) *Prerequisite: MAT020, ENL020 and ENL050 or satisfactory basic skills assessment scores / 4 credits.*

## Medical Coding and Billing

**BIT207.** This course is designed to teach the student the current medical coding practices used for third-party billing. ICD-9-CM and CPT coding are covered along with an in-depth study of insurance companies, Medicare, insurance claim forms, accounts receivable, and legal issues relating to medical record keeping. *Prerequisite: BIT103 / 3 credits.*

## Advanced Medical Coding and Billing

**BIT208.** Students continue their mastery of diagnostic and procedural coding and billing through complex case studies and use of authentic medical records. Students are introduced to International Classification of Diseases ICD-10 CM and other diagnostic coding systems such as DSM-IV. Code auditing for regulatory compliance is emphasized. *Prerequisite: BIT207 / 3 credits.*

## Pharmacology for Medical Coding

**BIT209.** Students learn basics of pharmacotherapy as it relates to the duties of a medical coder. Drug classifications and matching drugs to common conditions and laboratory findings will be emphasized. *Prerequisite: ENL020 / 1 credits.*