FOUNDATIONS OF MEDICAL OFFICE/MEDICAL TERMINOLOGY
Course Syllabus

Course Number: ADMN-A0009  OHLAP Credit: No
OCAS Code: None
Course Length: 180 Hours
Career Cluster: Business, Management & Administration
Career Pathway: Administrative & Information Support
Career Major(s): Medical Office Assistant, Medical Insurance Coder

Pre-requisite(s): Fundamentals of Administrative Technologies

Course Description: As students prepare for a position as a medical office assistant, medical records technician, medical coder, or medical transcriptionist, they will learn administrative routines and procedures followed in a medical office. The importance of complete accuracy and confidentiality in maintaining medical records will be stressed. Some of the areas emphasized in this course will include administrative responsibilities, patient ds, advanced word processing, employability skills, and finance and management as they apply in a medical office setting.

Various instructor created materials.

Course Objectives: Medical Terminology
A. Utilize Anatomical Mapping.
   1. Define the following directional terms and planes: Lateral, proximal, anterior, posterior, sagittal, frontal, pronation, and abduction.¹

B. Cardiovascular System
   1. Identify the following structures: superior vena cava, pulmonic value, mitral value, sinoatrial node, tricuspid value, aortic value, carina, and pulmonary artery.¹
   2. Define the following terms: aneurysm, ventricle, Thrombocytopenic purpura, myocardium, serum.¹

C. Digestive System
   1. Identify the following structure: hepatic duct.¹
   2. Define the following terms: haustra, retroperitoneal, ileum, biliary colic.¹
   3. Identify the structure where a gall stone would be located if a patient had cholelithiasis.¹
D. **Endocrine/Lymphatic/Urinary Systems**
   1. Define the following terms: Cushingoid, pyelonephritis, proenzyme, lymphadenopathy, oliguria, and spleen.¹

E. **Musculoskeletal System**
   1. Identify the following structures: hinge, distal end of the humerus, metacarpal, and vestigial vertebrae.¹
   2. Identify which group of vertebrae contains sympathetic and parasympathetic control in the pelvic region of the body.¹
   3. Identify which region of the vertebrae could potentially result in a respiratory arrest.¹
   4. Define the term haustra.¹

F. **Nervous System**
   1. Identify the region of the nervous system that leaves the skull through the foramen Magnum.¹
   2. Identify the region of brain that contains the neurons responsible for respiratory control.¹
   3. Define the following terms: cephalic, Stereognosis, medulla oblongata, and radial keratotomy.¹

G. **Reproductive System**
   1. Identify the following structures: lies both inferior and adjacent to the urinary bladder, causes abdominal pain in women, and can enlarge and cause difficult urination in older men.¹
   2. Define the following terms: colposcopy and spermatic cord.¹

H. **Respiratory System**
   1. Identify the cricoid cartilage.¹
   2. Define the following terms: agonal, laryngostomy, visceral pleura, and pharynx.¹

I. **Specific Field-Related Terms/Etymology**
   1. Identify the structure that is responsible for performing oxygen exchange and waste removal from the fetus.¹
   2. Define the following terms: mydriatic, phototherapy, iatrogenic, cholangiogram, tonometer, and erythema.¹

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**Medical Office Skills**

J. **Understand Employee Relations.**
   1. Identify how to determine if a health care professional must be licensed or certified in order to perform services.¹
   2. Define the following abbreviations: CEU/CME, and DEA.¹
   3. Define the certification process.¹
   4. Determine who is responsible for employee instruction and training for new office equipment.¹

K. **Demonstrate Facility Maintenance/Safety.**
   1. Determine how often medical office equipment must be cleaned or serviced.¹
   2. Define the system in which staff members wear a badge that measures the amount of radiation exposure in a medical office.¹
3. Identify which federal agency issues guidelines for medical facilities to follow in order to prevent accidents, and hazardous chemical spills.¹
4. Determine how often medical equipment used to provide patient testing or procedures must be checked for calibration and safety.¹

L. Demonstrate General Knowledge of the Medical Office.
1. Determine which medical professional would call in patient prescriptions. (example, established patient on same meds for years, is seen every few months, requests refill of meds)¹
2. Define the Hippocratic Oath and what medical professionals must swear to and uphold it.¹

M. Understand Insurance Coverage.
1. Define who is eligible for Medicare and what types or parts of coverage are available.¹
2. Determine the appropriate insurance verification procedures for new patients.¹
3. Define the following terms: Fee for Service, Capitation fee, Pre-certification, and referral.¹
4. Determine which group of individuals might possibly be a recipients of Medicaid (example, children from low income families, foster care children, etc.).¹

N. Use Appropriate Medical Terminology in the Office.
1. Define the following terms: gravida, algia, and leucopenia.¹
2. Determine what standards are used to calculate or document the percentage of a patient’s body that has been burned.¹
3. Define the following abbreviations: ETOH, r/o, and H & P.¹

O. Define Operations.
1. Define the following terms: tickler system, autoclave unit, After Hours Coverage, biomedical, and medical office etiquette.¹
2. Identify the meaning of the standard abbreviation “H & H” used in a common laboratory procedure.¹
3. Determine the amount of time for routine office visits when scheduling patient appointments.¹

P. Understand Patient Charts/Medical Records.
1. Define the following terms: deferred and operative report.¹
2. Determine what the abbreviation “hx” represents in patient’s chart.¹
3. Identify the MINIMUM length of time a medical office must retain most patient medical records.¹
4. Determine who is the legal owner of a medical office patient’s medical chart.¹
5. Demonstrate legal and ethical behavior and practices within the medical arena.¹
6. Practice empathy and compassion with patients and their families.¹
7. Conform and comply with state and federal mandates.¹
8. Plan, organize, and implement teamwork activities.¹

¹ODCTE objective
Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures:
1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy percent (70%) or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment:
Tulsa Technology Center campsuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit
The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility:
The student must maintain a grade point average of 2.0 or better.