

ADMINISTRATIVE OFFICE TECHNOLOGY, MEDICAL CODING/BILLING CONCENTRATION, A.A.S. - AOB3

This program teaches fundamental medical coding skills for professional services (e.g., physicians and mid-level providers) and prepares the student to take AAPC's CPC exam. The program covers CPT, HCPCS and ICD-10-CM coding and assures a broad knowledge in reviewing and assigning the correct procedure and diagnosis codes for professional services. It prepares the student for an entry-level position in medical coding and billing.

Requirements

Courses	Course Title	Credit Hours
General Education Courses		
	Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)	3
	Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)	3
ENG 101	English Composition I	3
ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
Subtotal		15
Required Core Subject Areas		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
CPT 101	Introduction to Computers	3
Subtotal		15
Other Courses Required for Graduation		
AHS 102	Medical Terminology	3
AHS 171	Introduction to Medical Coding	4
AHS 172	Medical Coding and Classification System	5
AHS 173	Medical Coding Special Topics	2
AHS 174	Medical Coding Practicum	3
AOT 180	Customer Service	3
BIO 112	Basic Anatomy and Physiology	4
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
Subtotal		33
Total Hours		63

Graduation Plan

Fall Start

Course	Title	Hours
First Year		
Fall Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 101	Introduction to Computers	3
ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
Hours		15

Spring Semester

AHS 102	Medical Terminology	3
AOT 165	Information Processing Software	3
BIO 112	Basic Anatomy and Physiology	4
CPT 274	Advanced Microcomputer Spreadsheets	3
ENG 101	English Composition I	3
Hours		16

Summer Semester

AHS 171	Introduction to Medical Coding	4
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		7

Second Year

Fall Semester

AHS 172	Medical Coding and Classification System	5
AOT 180	Customer Service	3
CPT 172	Microcomputer Database	3
IST 281	Presentation Graphics	3
Hours		14

Spring Semester

AHS 173	Medical Coding Special Topics	2
AHS 174	Medical Coding Practicum	3
AOT 161	Records Management	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		11

Total Hours 63

Spring Start

Course	Title	Hours
First Year		
Spring Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 101	Introduction to Computers	3
ENG 165	Professional Communications	3

MAT 155	Contemporary Mathematics	3
Hours		15
Summer Semester		
AHS 102	Medical Terminology	3
AOT 165	Information Processing Software	3
ENG 101	English Composition I	3
Hours		9
Fall Semester		
AHS 171	Introduction to Medical Coding	4
BIO 112	Basic Anatomy and Physiology	4
CPT 274	Advanced Microcomputer Spreadsheets	3
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		14
Second Year		
Spring Semester		
AHS 172	Medical Coding and Classification System	5
AOT 180	Customer Service	3
CPT 172	Microcomputer Database	3
IST 281	Presentation Graphics	3
Hours		14
Summer Semester		
AHS 173	Medical Coding Special Topics	2
AHS 174	Medical Coding Practicum	3
AOT 161	Records Management	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		11
Total Hours		63

Summer Start

Course	Title	Hours
First Year		
Summer Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 101	Introduction to Computers	3
Hours		9
Fall Semester		
AHS 102	Medical Terminology	3
AOT 165	Information Processing Software	3
CPT 274	Advanced Microcomputer Spreadsheets	3
ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
Hours		15
Spring Semester		
AHS 171	Introduction to Medical Coding	4
BIO 112	Basic Anatomy and Physiology	4
ENG 101	English Composition I	3

Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		14
Second Year		
Summer Semester		
AHS 172	Medical Coding and Classification System	5
AOT 180	Customer Service	3
CPT 172	Microcomputer Database	3
Hours		11
Fall Semester		
AHS 173	Medical Coding Special Topics	2
AHS 174	Medical Coding Practicum	3
AOT 161	Records Management	3
IST 281	Presentation Graphics	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		14
Total Hours		63

Application and Advising

If you are ready to start your education, there are a few simple steps involved in enrolling at Piedmont Technical College.

Get Started Today (<https://www.ptc.edu/admissions/new-students/>)

Advising Information

The following information provides a guide for advisors who are helping students enroll in this program.

Program Notes

- This program can be completed on a part-time or full-time basis. Many classes are available online, and students can start any semester.
- Developmental classes should be taken first. AOT 105 may be taken along with developmental coursework.

Notes About Individual Classes

- AOT 105 should be taken during the first semester. An exemption test is available for students with very strong keyboarding skills. Contact Angel Alexander for more information on the exemption test.
- An exemption test is available for Medical Terminology (AHS 102). Contact Susan Kinney (https://websrv.ptc.edu/directory/Susan_Kinney243/) for more information.
- RDG100 or appropriate placement test score in Reading is a prerequisite for all ACC, AOT, BUS, CPT, CWE, IST, and MGT courses.
- The first English required for this program is ENG 165. Students will follow this progression, with their starting point being determined by their placement test scores: ENG 032/012 and/or RDG 032/012 (or RWR 032/012) > ENG 100 and/or RDG 100 (or RWR 100) > ENG 165. Students who want to transfer to a 4-year school in the future may choose to take ENG 101 and ENG 102 instead of ENG 165 and ENG 101.

- MAT 155 is required in this program. Students will follow this progression, with their starting point being determined by their placement test scores: MAT 032/012 > MAT 155.
- Students should have a computer or access to one. Keyboarding and computer literacy are strongly recommended.
- Course sequencing is especially important in the AOB3 (Medical Coding/Billing) concentration, so students are strongly encouraged to see Donna Brown early in their academic career.
- College policy states that computer coursework is valid for eight years.

Program Student Learning Outcomes

Purpose Statement

This program teaches fundamental medical coding skills for professional services (e.g., physicians and mid-level providers) and prepares the student to take AAPC's CPC exam. The program covers CPT, HCPCS and ICD-10-CM coding and assures a broad knowledge in reviewing and assigning the correct procedure and diagnosis codes for professional services. It prepares the student for an entry-level position in medical coding and billing.

Program Student Learning Outcomes

1. Demonstrate independent application of computer software in the business environment.
2. Perform contemporary office management processes and procedures accurately and independently.
3. Demonstrate appropriate business behavior compatible with job demands.
4. Apply professional business concepts to career situations.