

BIG BEND COMMUNITY COLLEGE

BUSINESS

Medical Office and Billing Support Services AAS



This is an example course sequence for students interested in earning a Medical Office and Billing Support Services degree. It does not represent a contract, nor does it guarantee course availability. If this advising map is followed as outlined, you will earn an Associate in Applied Science Degree.

The Medical Office and Billing Support Services program is designed for students who are interested in specializing in medical office administration and billing. This degree consists of a combination of medical knowledge, accounting and business skills, and computer applications.

ENTRY REQUIREMENTS

- Complete Admissions and Placement processes
- Meet with BIM advisor prior to enrolling
- If you have concerns about your background or personal history, please speak with a Business Information Management advisor before starting this pathway.

CREDENTIAL REQUIREMENTS

Medical Office Receptionist Certificate of Accomplishment Requirements (33 Credits)

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> BIM 102 – Document Formatting (4) <input type="checkbox"/> BIM 103 – The Administrative Professional (2) <input type="checkbox"/> BIM 109 – Internet Communications <1st Credit> (1) <input type="checkbox"/> BIM 113 – The Medical Office (5) <input type="checkbox"/> BIM 130 – Filing (2) | <ul style="list-style-type: none"> <input type="checkbox"/> BUS 120 – Human Relations on the Job (4) <input type="checkbox"/> BUS 121 – Business English (5) <input type="checkbox"/> BUS 215 – Customer Service (3) <input type="checkbox"/> HED 119 – Medical Terminology (5) <input type="checkbox"/> HED 239 – Medical Ethics (2) |
|---|--|

Medical Office Technician Certificate of Achievement Requirements (58 Credits Total)

- | | |
|---|---|
| <p>Medical Office Receptionist, plus the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> BIM 104 – Intermediate Keyboarding (3) <input type="checkbox"/> BIM 109 – Internet Communications <2nd Credit> (1) <input type="checkbox"/> BIM 180 – Introduction to MS Office (5) <input type="checkbox"/> BUS 102 – Business Mathematics (5) | <ul style="list-style-type: none"> <input type="checkbox"/> BUS 161 – Business Calculators (2) CMST 100 – Human Communications (4) OR <input type="checkbox"/> CMST&220 – Public Speaking (5) <input type="checkbox"/> CSS 102 – Focus on Success (3) OR CSS 100 – College Success Skills (3) <input type="checkbox"/> FAD 150 – Industrial First Aid (2) |
|---|---|

Medical Office and Billing Support Services AAS Degree Requirements (40+ Credits)

- | | |
|--|--|
| <p>Medical Office Technician, plus the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ACCT 105 – Introduction to Accounting (5) <input type="checkbox"/> BIM 112 – Proof & Edit (3) <input type="checkbox"/> BIM 117 – Medical Office Accounts Receivable (4) <input type="checkbox"/> BIM 262 – Professional Preparation (3) | <ul style="list-style-type: none"> <input type="checkbox"/> BIM 280 – Advanced Microsoft Office (5) <input type="checkbox"/> BIM 285 – MOS Prep & Certification [Word, Excel] (2) <input type="checkbox"/> BUS 122 – Business Communications (5) <input type="checkbox"/> BUS 200 – Supervision (5) <input type="checkbox"/> 8 + credits of BIM Electives |
|--|--|

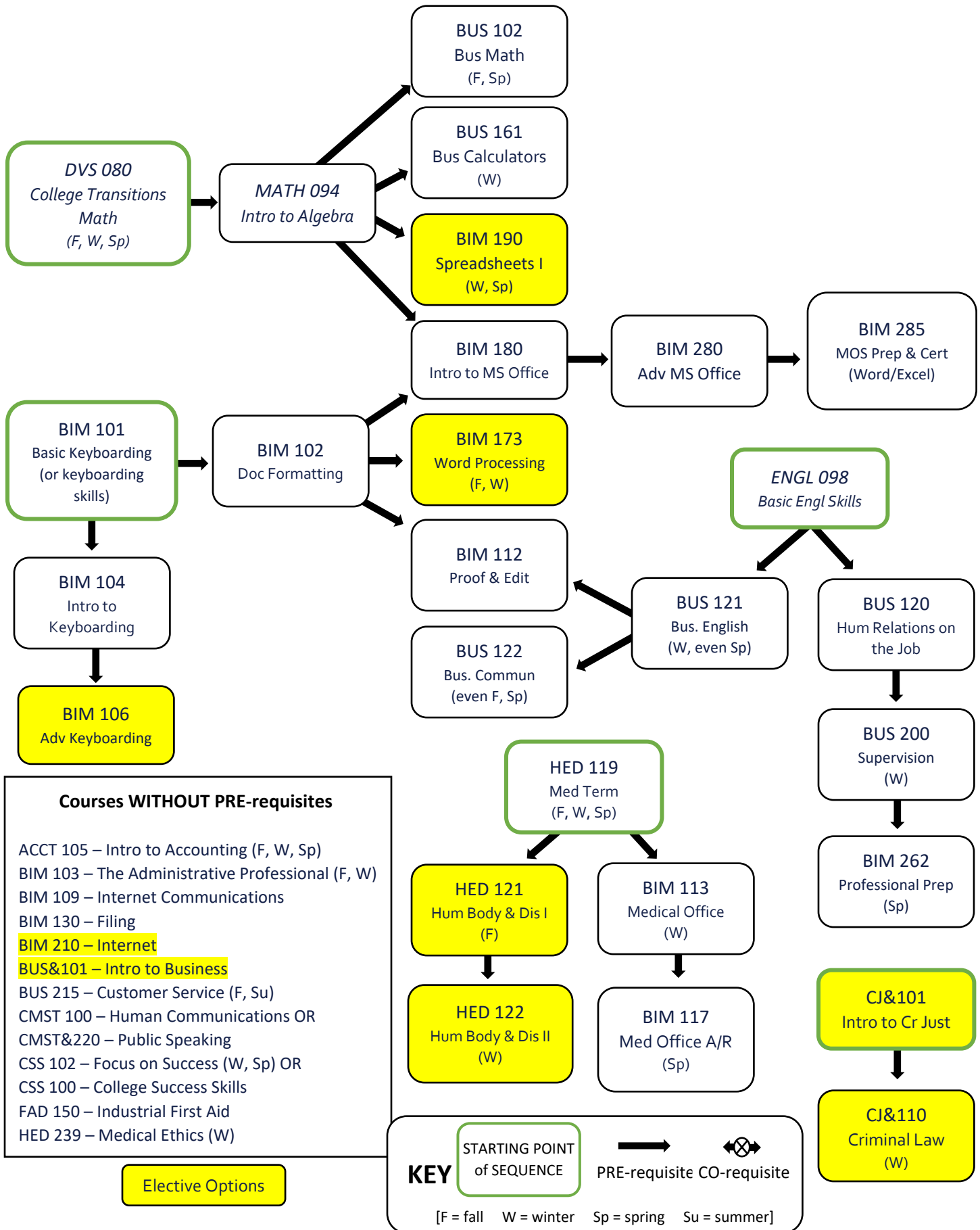
98 TOTAL DEGREE CREDITS

NAME:

SID:

MEDICAL OFFICE AND BILLING SUPPORT SERVICES AAS PRE-REQUISITE FLOW CHART

Start by talking with your assigned advisor to determine which courses to take first based on your placement scores.



MEDICAL OFFICE AND BILLING SUPPORT SERVICES AAS QUARTERLY PROGRAM PLAN (YEAR ONE)

FALL (14 credits)	WINTER (14 credits)	SPRING (18 credits)	SUMMER (*5 credits)
BIM 102 (4) BIM 103 (2) CSS 100 (3) or CSS 102 HED 119 (5)	BIM 104 (3) BUS 120 (4) BUS 121 (5) HED 239 (2)	BIM 112 (3) BUS 122 (5) BIM 180 (5) BUS 102 (5)	BUS 215 (3) Online BIM 109 (2)

ADVISING

FALL	WINTER	SPRING	SUMMER
<input type="checkbox"/> BBCC Foundation scholarship app <input type="checkbox"/> Fill out FAFSA or WAFSA for next year <input type="checkbox"/> Meet with your advisor <input type="checkbox"/> Complete BIM policies and procedures agreement (during week 1)	<input type="checkbox"/> Assess program plan with advisor	<input type="checkbox"/> Assess program plan with advisor	<input type="checkbox"/> *If you do not plan to take summer classes, these credits should be completed fall quarter

QUARTERLY REGISTRATION PLANNING

QUARTER <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER			REGISTRATION ACCESS CODE _____		
CLASS	TITLE	CREDITS	DAYS	TIME	ITEM #

QUARTERLY REGISTRATION PLANNING

QUARTER <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER			REGISTRATION ACCESS CODE _____		
CLASS	TITLE	CREDITS	DAYS	TIME	ITEM #

QUARTERLY REGISTRATION PLANNING

QUARTER <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER			REGISTRATION ACCESS CODE _____		
CLASS	TITLE	CREDITS	DAYS	TIME	ITEM #

QUARTERLY REGISTRATION PLANNING

QUARTER <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER			REGISTRATION ACCESS CODE _____		
CLASS	TITLE	CREDITS	DAYS	TIME	ITEM #

NAME: _____

SID: _____

MEDICAL OFFICE AND BILLING SUPPORT SERVICES AAS QUARTERLY PROGRAM PLAN (YEAR TWO)			
FALL (13 credits)	WINTER (12 credits)	SPRING (16 credits)	SUMMER (*6 credits)
BIM 280 (5) BIM 285 (2) CMST 100 (4) or CMST 220 BIM 130 (2)	BIM 113 (5) BUS 200 (5) BUS 161 (2)	BIM 117 (4) BIM 262 (3) ACCT 105 (5) Elective (4)	FAD 150 (2) Elective (4)
ADVISING			
FALL	WINTER	SPRING	SUMMER
<input type="checkbox"/> BBCC Foundation scholarship app <input type="checkbox"/> Fill out FAFSA or WAFSA for next year <input type="checkbox"/> Meet with your advisor	<input type="checkbox"/> Assess program plan with advisor <input type="checkbox"/> Apply for graduation	<input type="checkbox"/> Assess program plan with advisor	<input type="checkbox"/> *If you do not plan to take summer classes, these credits should be completed fall quarter

NAME: _____

QUARTERLY REGISTRATION PLANNING					
QUARTER <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER					REGISTRATION ACCESS CODE _____
CLASS	TITLE	CREDITS	DAYS	TIME	ITEM #

QUARTERLY REGISTRATION PLANNING					
QUARTER <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER					REGISTRATION ACCESS CODE _____
CLASS	TITLE	CREDITS	DAYS	TIME	ITEM #

SID: _____

QUARTERLY REGISTRATION PLANNING					
QUARTER <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER					REGISTRATION ACCESS CODE _____
CLASS	TITLE	CREDITS	DAYS	TIME	ITEM #

QUARTERLY REGISTRATION PLANNING					
QUARTER <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER					REGISTRATION ACCESS CODE _____
CLASS	TITLE	CREDITS	DAYS	TIME	ITEM #

Big Bend Community College
WORKFORCE EDUCATION PROGRAM REQUIREMENTS

NAME: _____

Certificate of Achievement

Students working toward a Certificate of Achievement need to develop a program plan with the faculty advisor in their Workforce Education area of interest. The plan must include all related instruction components. The Certificate of Achievement is designed to provide recognition for the student who has not completed an Associate in Applied Science degree program.

Certificate of Accomplishment

Students working toward a Certificate of Accomplishment need to develop a program plan with the faculty advisor in their Workforce Education area of interest. The Certificate of Achievement is designed to provide recognition for the student who does not complete a Certificate of Achievement or an Associate in Applied Science degree program.

Changes or substitutions for course work in the college catalog must be listed and approved by the advisor. It is essential that students meet quarterly with their advisor before registration to review progress and plan their program.

Each program plan must be approved by the Workforce Education program advisor and Dean of Workforce Education. Certificates will be issued out of the Dean of Workforce Education Instructional Services office.

Certificate of Achievement **QTR & YR Completed:** _____

Certificate of Achievement **QTR & YR Completed:** _____

Title of Certificate:

Advisor Approval:

Advisor

Date

Program Completion Approval:

Dean of Workforce Education

Date

Instructional Services Office Assistant

Date

SID: _____

NAME: _____

SID: _____

**Big Bend Community College
WORKFORCE EDUCATION PROGRAM REQUIREMENTS
Associate in Applied Science Degree**

Credit Requirement: Completion of the total credit requirements of the approved Workforce Education Program Plan. Minimum of 90 quarter hours. It is the student's responsibility to insure that he/ she meets all of the technical and general education degree requirements.

MATHEMATICS REQUIREMENT: 3-5 credits* in mathematics courses as stated in the approved Professional/Technical Program Plan.

BUS 102	Business Mathematics
MAP 100	Applied Mathematics (AMT)*
MAP 101	Applied Mathematics (AUT/WLD)
MAP 103	Applied Mathematics (MIMT/IET)
MAP 117	Applied Mathematics for Workforce I
MAP 119	Applied Mathematics for Workforce II
MATH& 107	Math in Society
MATH& 141	Pre-calculus I
MATH& 146	Intro to Statistics
MATH 147	Finite Mathematics
*AMT program requires two MAP 100 credits	

WRITTEN COMMUNICATIONS REQUIREMENT: 3-5 credits in written communications courses as stated in the approved Professional/Technical Program Plan.

BUS 121	Business English
ENGL& 101	English Composition I
ENGL 109	Applied Technical Writing

ORAL COMMUNICATIONS REQUIREMENT: 3-5 credits in oral communications courses as stated in the approved Professional/Technical Program Plan.

AVF 225	Effective Communications in Flight Instruction
CMST 100	Human communications
CMST& 210	Interpersonal Communications
CMST& 220	Public Speaking

HUMAN RELATIONS REQUIREMENT: 3-5 credits in human relations courses as stated in the approved Professional/Technical Program Plan.

BUS 120	Human Relations on the Job
EDUC& 115	Child Development
PSYC& 100	General Psychology
SOC& 101	Intro to Sociology

INDUSTRIAL FIRST AID REQUIREMENT: 2 credits in Industrial First Aid or equivalent or higher certification as stated in the approved Professional/Technical Program Plan.

FAD 150	Industrial First Aid and CPR plus Bloodborne Pathogens
Current First Aid/CPR, First Responder, or EMT card	

Student Name _____ SID # _____

Approval: _____

Advisor _____ Date _____

Program Completion Approval: _____

Dean of Workforce Education _____ Date _____

Each program must be approved by the Workforce Education program advisor. Program changes and substitutions must be approved by the program advisor prior to application for degree.