

OFFICE ADMINISTRATION TECHNOLOGY - MEDICAL BILLING - CERTIFICATE OF COMPLETION

Doña Ana Community College 2025-2026 Catalog (18 credits)

NOTE: Students who lack prior health and/or general office experience may need to take course-related prerequisites.

NOTE: Students must earn a final grade of C- or better in all required OATS and HIT courses/Technical Requirements and achieve a cumulative grade-point average of at least 2.0.

Students must complete all University certificate requirements to total at least 18 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

| Prefix | Title | Credits |
|--|--|-----------|
| Technical Requirements (18 credits) | | |
| HIT 150 or AHS 120 | Introduction to Medical Terminology Medical Terminology | 3 |
| HIT 158 | Advanced Medical Terminology | 3 |
| HIT 248 | Medical Coding I | 3 |
| HIT 258 | Medical Coding II | 3 |
| OATS 208 | Medical Office Procedures | 3 |
| OATS 228 | Medical Insurance Billing | 3 |
| Total Credits | | 18 |

(18 credits)

A Suggested Plan of Study

The contents of this roadmap may vary depending on initial student placement in mathematics and English. This is only a suggested plan of study for students, and is not intended as a contract. Individual student academic plans may vary. Please contact your academic advisor to create a plan that works for you. Course availability may vary from fall to spring semester and may be subject to modification or change.

NOTE: Students must earn a final grade of C- or better in all required OATS and HIT courses/Technical Requirements and achieve a cumulative grade-point average of at least 2.0.

Students must complete all University certificate requirements to total at least 18 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

| Semester 1 | | Credits |
|-----------------------|---|----------|
| HIT 150 or AHS 120 | Introduction to Medical Terminology or Medical Terminology | 3 |
| OATS 208 | Medical Office Procedures | 3 |
| Credits | | 6 |

| | | |
|----------------------|------------------------------|-----------|
| Semester 2 | | |
| HIT 158 | Advanced Medical Terminology | 3 |
| OATS 228 | Medical Insurance Billing | 3 |
| Credits | | 6 |
| Semester 3 | | |
| HIT 248 | Medical Coding I | 3 |
| Credits | | 3 |
| Semester 4 | | |
| HIT 258 | Medical Coding II | 3 |
| Credits | | 3 |
| Total Credits | | 18 |