

**Tech Express Articulation Agreement
Between
VALENCIA COLLEGE**

**A.S. degree in Medical Administration
and**

**THE SCHOOL BOARD OF ORANGE COUNTY, FLORIDA O/B/O
ORANGE TECHNICAL COLLEGE**

**Medical Administrative Specialist
Medical Assisting
Medical Assisting Apprenticeship
Medical Coder/Biller**

In a continuing effort to provide career ladder opportunities for students in career and technical education programs, Valencia College agrees to extend full college credit at no cost to eligible students who have completed one of the following articulated programs at Orange Technical College and met all of the requirements.

COURSE EQUIVALENCY IN SPECIALIZED COURSES

ORANGE TECHNICAL COLLEGE

VALENCIA COLLEGE PROGRAM

(Based on Industry Certification)

**Medical Assisting (1300 Hours) and
Medical Assisting Apprenticeship
(2000 Hours/ 1 Year)**

Medical Administration A.S. Degree (12 credits)

OST 1257 Medical Terminology for the Office (3 credits)

OST 1467 Introduction to Body Systems for OST (3 credits)

OST 1355 Records Management/Legal Implications (3 credits)

OST 2464 Medisoft Office Management Software (3 credits)

ORANGE TECHNICAL COLLEGE

VALENCIA COLLEGE PROGRAM

(Based on Statewide Agreement- Industry Certification and Portfolio Assessment)

**Medical Administrative Specialist
(1050 Hours)**

Medical Administration A.S. Degree (18 Credits)

OST 1100 Keyboarding & Document Processing I (3 Credits)

OST 1257 Medical Terminology for the Office (3 Credits)

OST 1355 Records Management & Legal Implications (3 Credits)

OST 1611 Medical Transcription (3 Credits)

OST 2464 Medisoft- Office Management Software (3 Credits)

OST 2854 Microsoft Office (Applications Package) (3 Credits)

ORANGE TECHNICAL COLLEGE

VALENCIA COLLEGE PROGRAM

(Based on Industry Certification or Skills Inventory Assessment)

**Medical Coder/Biller
(1110 Hours)**

Medical Administration A.S. Degree (9 Credits)

OST 1257 Medical Terminology for the Office (3 credits)

OST 1467 Introduction to Body Systems for OST (3 credits)

OST 2464 Medisoft-Office Management Software (3 Credits)

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MAXIMUM AWARD OF CREDIT

This agreement makes it possible for a student to receive nine to eighteen (9 - 18) semester hours of college credit for the Orange Technical College programs specified above towards the Medical Administration A.S. degree program at Valencia College which is in accordance with commonly accepted good practice in higher education.

ASSESSMENT AND COURSE EQUIVALENCY

Valencia and Orange Technical College faculty and staff with responsibility for supervision and coordination of the articulated programs have reviewed and assessed the program curriculum for alignment of learning outcomes and determined that the learning outcomes, performance standards, and assessment procedures meet the college standards for college credit course work.

The following materials were reviewed to align the program learning outcomes and determine the equivalency of the content and course work to be articulated: (*curriculum frameworks, samples of instructional materials, syllabi with learning outcomes, various assignments and assessments, and textbooks*).

VALIDATION MECHANISM

The validation mechanism for awarding college credit is based on the following student assessments that are identified for each articulated program: (*portfolio review, special projects, performance-based, industry certifications/licensure, written assessments skills inventory assessments or a combination*).

TRANSFERRING PROCESS

To receive college credit for the articulated programs completed at Orange Technical College, transferring students must meet the following requirements:

1. Meet with the Tech Express Coach as part of the Exit process for graduation from Orange Technical College to review and prepare documentation for transition to Valencia College.
2. Apply for admission to Valencia College and meet the College entrance requirements (Tech Express Coaches can assist students with this process).
3. Submit a completed Valencia College application for Admission and pay the application fee. Satisfy the requirements for Degree-Seeking Status, including submission of all official transcripts, and declare a major in the articulated program.
4. Be accepted into Valencia within three years of completing the Orange Technical College program. (*If it's been longer than 3 years, an exception will be considered if the student can demonstrate they have current industry knowledge (i.e. through an employer letter, etc.)*)

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5. Complete orientation and comply with the appropriate placement, course prerequisites and requirements of the college.
6. Following enrollment at the college, student must meet with a Valencia Student Success Coach to review and verify all of the required documentation that has been submitted, and determine eligibility. *(Students must submit their official transcripts verifying completion of the articulated program, as well as all of the documentation that is required for evaluation of their assessment(s) identified below before the college credit can be awarded).*

Required Student Assessments:

- **Medical Administrative Specialist**– Students must present an acceptable portfolio of work (digital format preferred – one PDF file) to be assessed and evaluated by the Medical Administration Program Chair.

The portfolio should include the following items *(See Addendum A – for more specific Portfolio Requirements)*:

Evidence of program completion from Orange Technical College; Resume; Proof of 3 or 5 minute timed writing; Copy of final filing test; One sample document using each software application: (Word, Excel, Access, PowerPoint) **OR** MOS certification; One-page report in APA or MLA format; Formatted business letter in block style; One original memorandum; Medical terminology final exam report; Medisoft – medical documentation cycle; and Medical transcription items from the following areas: (Orthopedics, Cardiopulmonary, Gastrointestinal, Dermatology Plastics Report, Obstetrics/Gynecology, Heent, and/or others as appropriate.

Students are also requested to submit a *current* and *valid* copy of an approved and acceptable industry certification such as the Microsoft Office Specialist (MOS) certification or the Certified Medical Administrative Assistant (CMAA) from the National Healthcareer Association.

- **Medical Assisting and Medical Assisting Apprenticeship**
Students must provide a *current* and *valid* copy of one of the following approved industry certifications: Certified Medical Assistant (CMA) from the American Association of Medical Assistants (AAMA); or Registered Medical Assistant (RMA) from the American Medical Technologies (AMT).
- **Medical Coder/Biller**
Students must provide a *current* and *valid* copy of one of the following approved industry certifications: Certified Professional Coder (CPC) from the American Academy of Professional Coders (AAPC); or Certified Coder Associate (CCA) from the American Health Information Management Association (AHIMA); **OR** all of the competencies in the attached Skills Inventory Assessment must be validated by the Medical Office Program Chair.

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7. After verifying the required documentation and evaluating the approved assessments(s), the Valencia Career Program Coach or Program Chair for the articulated program will determine eligibility, and notify the Registrar's Office of acceptable credit to be awarded. *(Credit will be awarded after the drop/add date, and the evaluation process has been completed).*

TERMS OF AGREEMENT

This agreement will be reviewed on an ongoing basis to ensure that it remains current and up-to-date. The Valencia Tech Express Coaches will work collaboratively with the Orange Technical College and Valencia College faculty and staff to stay informed of any curriculum/program changes that may impact this agreement and require it to be modified or terminated. If it is determined that an agreement needs to be modified or terminated due to program changes, both institutions will be notified accordingly.

ADDENDUM A

PORTFOLIO REQUIREMENTS **for** **Medical Administrative Specialist Tech Express Articulation** **with** **Medical Administration A. S. Degree**

Cover	Three-ring binder with clear cover Digital format preferred —one PDF file
Interior	Tabs of your choice—suggest Office Depot—typed tabs Clear Sheet folders
Cover Contents	Title Page (Clear Cover) formatted appropriately Spine (Clear Cover) formatted appropriately
Interior Contents	1. Table of Contents
	2. Resume—Education highlighted at the beginning
	3. Copies of Certificates/Industry Certifications <ul style="list-style-type: none"> - Certificate of Completion from OTC Program (or evidence of) - Microsoft Office Specialist Certification - Certified Medical Administrative Assistant
	4. Proof of a three (3) or a five (5) minute Timed Writing (One (1) error per minute). Minimum speed of 40 words per minute.
	5. Sample documents demonstrating one of each:
	Word
	Excel
	Access
	PowerPoint
	OR
	MOS Certification Certificate
	6. One-page report (i.e. on ethics) in APA or MLA format.
	7. One formatted business letter in block style.
	8. One original memorandum (no template).
	9. Copy of Final Filing Test with grade of 70% or better.
	10. Medical Terminology Final Exam Report with grade of 80% or better.
	11. Medisoft—medical documentation cycle including balance patient day sheet.
	12. Medical Transcription – transcription items from following areas: HEENT, Cardiopulmonary, Gastrointestinal, Dermatology, Plastics Report, Obstetrics/Gynecology, and Orthopedics – plus others as as deemed appropriate.

**Skills Inventory Assessment for Articulation of
Medical Coder/Biller and Medical Administration**

COMPETENCIES	COMPETENCY MET
Demonstrate basic speaking and active listening skills.	
Demonstrate basic observational skills and related documentation strategies in written and oral form.	
Able to use appropriate medical terminology and abbreviations.	
Understand the importance of courtesy and respect for patients and other healthcare workers and maintain good interpersonal relationships.	
Understand the importance of patient/client educations regarding healthcare.	
Able to adapt communication skills to varied levels of understanding and cultural orientation including diverse age, cultural, economic, ethnic and religious groups.	
Able to recognize elements of communication using a sender-receiver model.	
Demonstrate an understanding of medical records policies and procedures for security, including confidentiality.	
Demonstrate an understanding of ethical issues related to coding and billing/healthcare documentation.	
Explain the importance of maintaining ethical and legal standards in compiling and using paper-based and electronic health/medical records.	
Identify standards of the Health Insurance Portability and Accountability Act (HIPAA).	
Define and explain the composition of the legal patient record.	
Demonstrate an understanding of medical records policies and procedures for security, including confidentiality.	
Demonstrate knowledge of current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.	
Demonstrate knowledge of policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, etc.	
Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.	
Describe how to monitor and re-adjust workflow as necessary.	
Describe the most significant legal and regulatory requirements related to the health information infrastructure.	
Demonstrate knowledge of policies and procedures for access and disclosure of personal health information.	
Describe procedures for patient-specific data to authorized users.	
Identify and recommend solutions to privacy issues/problems.	
Implement appropriate Joint Commission patient safety goals and other applicable regulating/accrediting agency guidelines.	
Demonstrate the ability to create, manage, organize and retrieve files.	
Describe the structure and function of the respiratory system.	
Describe the structure and function of the circulatory system.	
Describe the structure and function of the musculoskeletal & connective tissue system.	
Describe the structure and function of nervous and sensory systems.	

COMPETENCIES	COMPETENCY MET
Describe the structure and function of the reproductive system.	
Describe the structure and function of the urinary system.	
Describe the structure and function of the digestive system.	
Describe the structure and function of the endocrine system.	
Recognize and identify word parts of medical terminology in daily use.	
Build, spell and pronounce correctly, appropriate terms from word parts learned and be able to give the meaning of the word.	
Identify word parts and be able to build, spell and understand new words with those parts.	
Spell and use medical abbreviations correctly.	
Identify terminology of hospital and other clinical forms.	
Demonstrate use of basic terminology common to medical/surgical practices.	
Able to use medical reference materials.	
Demonstrate an understanding of the predisposing factors and direct causes of disease as they relate to the human body.	
Demonstrate an understanding of the general morphology of organisms and their role in the disease process.	
Demonstrate an understanding of the pathogenesis of diseases of all the body systems.	
Demonstrate an understanding of pharmacological agents, uses, treatments, and utilizing drug reference sources.	
Identify and use diagnostic test terminology.	
Explain different filing systems used in health care institutions.	
Describe the development of the medical record to include all record types	
Explain the importance of the medical record in relation to state and federal agencies, accrediting and licensing agencies.	
Identify HIPAA compliance guidelines and regulations for electronic health information.	
Demonstrate an understanding of the revenue cycle management processes.	
Complete CMS (Centers of Medicare/Medicaid Services) 1500 or comparable claim form.	
Compare and contrast various reimbursement entities.	
Identify sources of payment, including patient and third parties.	
Use medical billing software.	
Perform electronic claims billing and submission.	
Interpret explanation of benefits (EOBs) and explanation of Medicare benefits (EOMBs).	
Discuss chargemaster and superbill maintenance.	

The above competencies have been validated by both organizations.

 Technical College Instructor Signature

 Date

 Valencia College Program Chair Signature

 Date