

PROGRAMS

MEDICAL OFFICE ADMINISTRATION

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Certificate Program

		Course Hours Per Week		Semester Hours
First Semester		Class	Lab	Credit
MED-121	Medical Terminology I	3	0	3
OST-148	Med Ins & Billing	3	0	3
OST-149	Medical Legal Issues	3	0	3
Credit Hours		9	0	9
Second Semester				
OST-243	Med Office Simulation	2	2	3
OST-286	Professional Development	3	0	3
OST-288	Medical Office Admin Capstone	2	2	3
Credit Hours		7	4	9
Total Required Minimum Semester Hours Credit				18

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Associate Professor Victoria Collins, Medical Office Administration Coordinator
 105 Meyer Hall
 910.246.4118
collinsv@sandhills.edu