

PROGRAMS

MEDICAL OFFICE ADMINISTRATION - GENERAL (A25310G)

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.

Associate in Applied Science Degree Program

| | | Course Hours Per Week | | Semester Hours |
|-----------------------|---|-----------------------|------------|----------------|
| First Semester (Fall) | | Class | Lab | Credit |
| ACA-115 | Success & Study Skills | 0 | 2 | 1 |
| ACC-115 or ACC-120 | College Accounting or Prin of Financial Accounting | 3 | 2 | 4 |
| ENG-111 | Writing and Inquiry | 3 | 0 | 3 |
| OST-131 | Keyboarding | 1 | 2 | 2 |
| MED-121 | Medical Terminology I | 3 | 0 | 3 |
| *** | Natural Science Elective or | | | |
| MAT*** | MAT-143 or higher | 0-4 | 0-3 | 3-5 |
| Credit Hours | | 10-14 | 6-9 | 16-18 |

| Second Semester (Spring) | | | | |
|--------------------------|--|-----------|----------|-----------|
| ENG-112 or ENG-114 | Writing/Research in the Disc or Prof Research & Reporting | 3 | 0 | 3 |
| OST-134 | Text Entry & Formatting | 2 | 2 | 3 |
| MED-122 | Medical Terminology II | 3 | 0 | 3 |
| OST-148 | Med Ins & Billing | 3 | 0 | 3 |
| OST-164 | Office Editing | 3 | 0 | 3 |
| Credit Hours | | 14 | 2 | 15 |

| Third Semester (Summer) | | | | |
|-------------------------|---|---|---|---|
| OST-136 | Word Processing | 2 | 2 | 3 |
| OST-137 or CIS-110 | Office Applications I or Introduction to Computers | 2 | 2 | 3 |

| Credit Hours | | Course Hours Per Week | | Semester Hours |
|--|--|-----------------------|------------|----------------|
| | | 4 | 4 | 6 |
| Fourth Semester (Fall) | | | | |
| OST-149 | Medical Legal Issues | 3 | 0 | 3 |
| OST-236 | Adv Word Processing | 2 | 2 | 3 |
| OST-243 | Med Office Simulation | 2 | 2 | 3 |
| OST-247 | Procedure Coding | 2 | 2 | 3 |
| OST-248 | Diagnostic Coding | 2 | 2 | 3 |
| OST-284 | Emerging Technologies | 1 | 2 | 2 |
| Credit Hours | | 12 | 10 | 17 |
| Fifth Semester (Spring) | | | | |
| OST-286 or BUS-151 | Professional Development or People Skills | 3 | 0 | 3 |
| OST-288 | Medical Office Admin Capstone | 2 | 2 | 3 |
| *** | Humanities/Fine Arts Elective | 3 | 0 | 3 |
| *** | Social/Behavioral Sciences Elective | 3 | 0 | 3 |
| *** | Technical Elective | 1-3 | 0-3 | 2-3 |
| Credit Hours | | 12-14 | 2-5 | 14-15 |
| Total Required Minimum Semester Hours Credit | | | | 68 |

| Technical Electives: | | Class | Lab | Credit |
|----------------------|---------------------------|-------|-----|--------|
| ACC-140 | Payroll Accounting | 1 | 3 | 2 |
| ACC-149 | Intro to ACC Spreadsheets | 1 | 3 | 2 |
| ACC-150 | Accounting Software Appl | 1 | 3 | 2 |
| BUS-121 | Business Math | 2 | 2 | 3 |
| BUS-153 | Human Resource Management | 3 | 0 | 3 |
| BUS-260 | Business Communication | 3 | 0 | 3 |
| OST-184 | Records Management | 2 | 2 | 3 |

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