

Medical Office Administration (A25310)

Official Program Description registered with the NC Community College System:

The Medical Office Administration curriculum prepares individuals for employment in medical and other healthcare-related offices.

Course work includes medical terminology; information systems; office management; medical coding, billing, and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare-related organizations.

Program Learning Outcomes

The Associate of Applied Science degree in Medical Office Administration is designed to prepare students for employment in medical and other healthcare-related settings. Students will learn administrative and support functions and develop skills applicable in medical environments.

Graduates of this program will:

- Demonstrate the ability to use a personal computer in the workplace and have a basic understanding of computer hardware, software applications, the Internet, and operating systems.
- Produce a variety of business and medical documents using correct grammar, punctuation, and spelling in a form acceptable in today's business environment.
- Operate office transcription equipment in transcribing mailable documents from different areas of medicine in various formats.
- Build an extensive medical vocabulary and apply an understanding of basic anatomical systems to the interpretation of records and reports in a variety of medical settings.
- Demonstrate an understanding of the various types of health insurance and apply standard coding guidelines in processing insurance claim forms.
- Use the alphabetic, geographic, numeric, and subject methods of filing in storing and retrieving records both manually and electronically.
- Apply general accounting principles and concepts in analyzing, recording, summarizing, and reporting data related to business transactions.
- Apply mathematical concepts and methods to understand, analyze, and solve mathematical problems necessary to perform job-related tasks.
- Communicate information effectively using a variety of written, spoken, and/or visual methods.
- Demonstrate knowledge of current medical law, accepted ethical behavior, and interpersonal skills that reflect an understanding of diversity and the need for teamwork.

Degree Awarded

The Associate in Applied Science Degree - Medical Office Administration is awarded by the College upon completion of this program.

Note

Courses in the following areas will be helpful to students: computer applications, health occupations, keyboarding, word processing, records management, and business English.

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Medical Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 735-5151, ext. 353, or visit our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading, and computer skills is required to determine entry-level courses that match individual needs.

First step to enroll:

Call the Admissions and Records Office at (919) 735-5151, ext. 238.

| | | Contact Hours | Semester Credit Hours |
|------------------------|--|---------------------------|-----------------------|
| FIRST SEMESTER | | | |
| ACA 111 | College Student Success..... | 1 | 1 |
| CIS 110 | Introduction to Computers | 4 | 3 |
| ENG 111 | Expository Writing | 3 | 3 |
| MAT 115 | Mathematical Models | 4 | 3 |
| MED 121 | Medical Terminology I | 3 | 3 |
| OST 132 | *Keyboarding Skill Building | 3 | 2 |
| | Humanities/Fine Arts Elective .. | 3 | 3 |
| | | | 18 |
| | | Contact Hours | Semester Credit Hours |
| SECOND SEMESTER | | | |
| BUS 260 | Business Communication | 3 | 3 |
| MED 122 | Medical Terminology II | 3 | 3 |
| OST 134 | * Text Entry & Formatting | 4 | 3 |
| OST 136 | * Word Processing..... | 4 | 3 |
| OST 184 | * Records Management | 4 | 3 |
| | Social/Behavioral Science Elective | 3 | 3 |
| | | | 18 |
| THIRD SEMESTER | | | |
| COE 110 | World of Work | 1 | 1 |
| OST 148 | . Medical Coding, Billing, & Insurance | 3 | 3 |
| OST 164 | Text Editing Applications | 3 | 3 |
| OST 236 | Advanced Word/Information Processing | 4 | 3 |
| OST 244 | Medical Document Production. | 3 | 2 |
| OST 284 | * Emerging Technologies..... | 3 | 2 |
| OST 286 | Professional Development..... | 3 | 3 |
| | | | 17 |
| FOURTH SEMESTER | | | |
| ENG 114 | Professional Research & Reporting | 3 | 3 |
| OST 149 | Medical Legal Issues | 3 | 3 |
| OST 241 | Medical Office Transcription I .. | 3 | 2 |
| OST 243 | Medical Office Simulation | 4 | 3 |
| OST 289 | Admin Office Management | 4 | 3 |
| | **Major Elective | - | 2-4 |
| | | | 16-18 |
| | | Total Credit Hours | 69-71 |

* Keyboarding proficiency is a prerequisite for designated courses. This prerequisite may be satisfied through advanced placement, proficiency testing, or course enrollment.

** Major Electives (Select one course):

| | | | |
|---------|----------------------------------|----|---|
| ACC 115 | College Accounting | 5 | 4 |
| COE 112 | Co-op Work Experience I..... | 20 | 2 |
| CTS 130 | Spreadsheet | 4 | 3 |
| MED 118 | Medical Law & Ethics..... | 2 | 2 |
| OST 131 | Keyboarding..... | 3 | 2 |
| OST 137 | Office Software Applications.... | 3 | 2 |
| OST 181 | Intro to Office Systems | 4 | 3 |
| OST 247 | Procedure Coding..... | 3 | 2 |
| OST 248 | Diagnostic Coding..... | 3 | 2 |
| OST 249 | CPC Certification | 5 | 4 |
| SPA 120 | Spanish in the Workplace | 3 | 3 |