

WAYNE COMMUNITY COLLEGE

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 will include 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

Upon completion of the Medical Office Administration program, a graduate should be able to:

- Use technology to perform basic office functions.
- Produce accurate business documents.
- Produce accurate medical documents.
- Perform administrative tasks required for day-to-day operations in a medical setting.
- Apply professional and ethical standards within a healthcare setting.

Degree Awarded

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

Note

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) 739-6887, 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) 739-6720.

	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
MED 121 Medical Terminology I	3	3
OST 132 *Keyboarding Skill Building	3	2
OST 164 Text Editing Applications	3	3
OST 181 Intro to Office Systems	4	3
		18
SECOND SEMESTER		
ENG 114 Professional Research & Reporting	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
Humanities/Fine Arts Elective..	3	3
		18
THIRD SEMESTER		
BUS 260 Business Communication	3	3
COE 110 World of Work	1	1
OST 148 Medical Coding, Billing, &		

	Insurance	3	3
OST 149	Medical Legal Issues	3	3
OST 153	Office Finance Solutions.....	3	2
OST 286	Professional Development	3	3
	Social/Behavioral Science		
	Elective	3	3
			18

FOURTH SEMESTER

MAT 115	Mathematical Models	4	3
OST 241	Medical Office Transcription I..	3	2
OST 243	Medical Office Simulation	4	3
OST 284	Emerging Technologies.....	3	2
OST 289	Admin Office Management	4	3
	**Major Elective	-	2-3
			15-16

Total Credit Hours 69-70

* 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):

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 ...	4	3
OST 236	Adv Word/Info Processing	4	3
OST 242	Medical Office Transcription II .	3	2
OST 247	Procedure Coding	3	2
OST 248	Diagnostic Coding.....	3	2
OST 249	CPC Certification	5	4
SPA 120	Spanish for the Workplace.....	3	3