

Medical Office Administration/Medical Insurance Certificate (C25310MI)

Certificate Awarded

A certificate in Medical Office Administration/Medical Insurance 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.

	Contact Hours	Semester Credit Hours
FIRST SEMESTER		
MED 118 Medical Law and Ethics	2	2
MED 121 Medical Terminology I	3	3
OST 148 Medical Coding, Billing, & Insurance.....	3	3
		8
SECOND SEMESTER		
MED 122 Medical Terminology II	3	3
OST 243 *Medical Office Simulation	4	3
OST 247 Procedure Coding	3	2
OST 248 Diagnostic Coding.....	3	2
		10
Total Credit Hours		18

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