

**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**

Students must meet the following scores through placement test or course completion prior to graduation.

Medical Office Administration/Medical Insurance Certificate

	<u>ACCUPLACER/CPT</u>	<u>ASSET*</u>	<u>COMPASS*</u>	<u>COURSE</u>
1. Reading -	80	42	80	RED 090
2. Writing -	*	36	24	ENG 080
3. Numerical -	55	41	44	MAT 060

		Contact Hours	Semester Credit Hours
<b>FIRST SEMESTER</b>			
MED 118	Medical Law and Ethics .....	2	2
MED 121	Medical Terminology I .....	3	3
OST 148	Medical Coding, Billing, & Insurance.....	3	3
			8
<b>SECOND SEMESTER</b>			
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
	<b>Total Credit Hours</b>		<b>18</b>

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