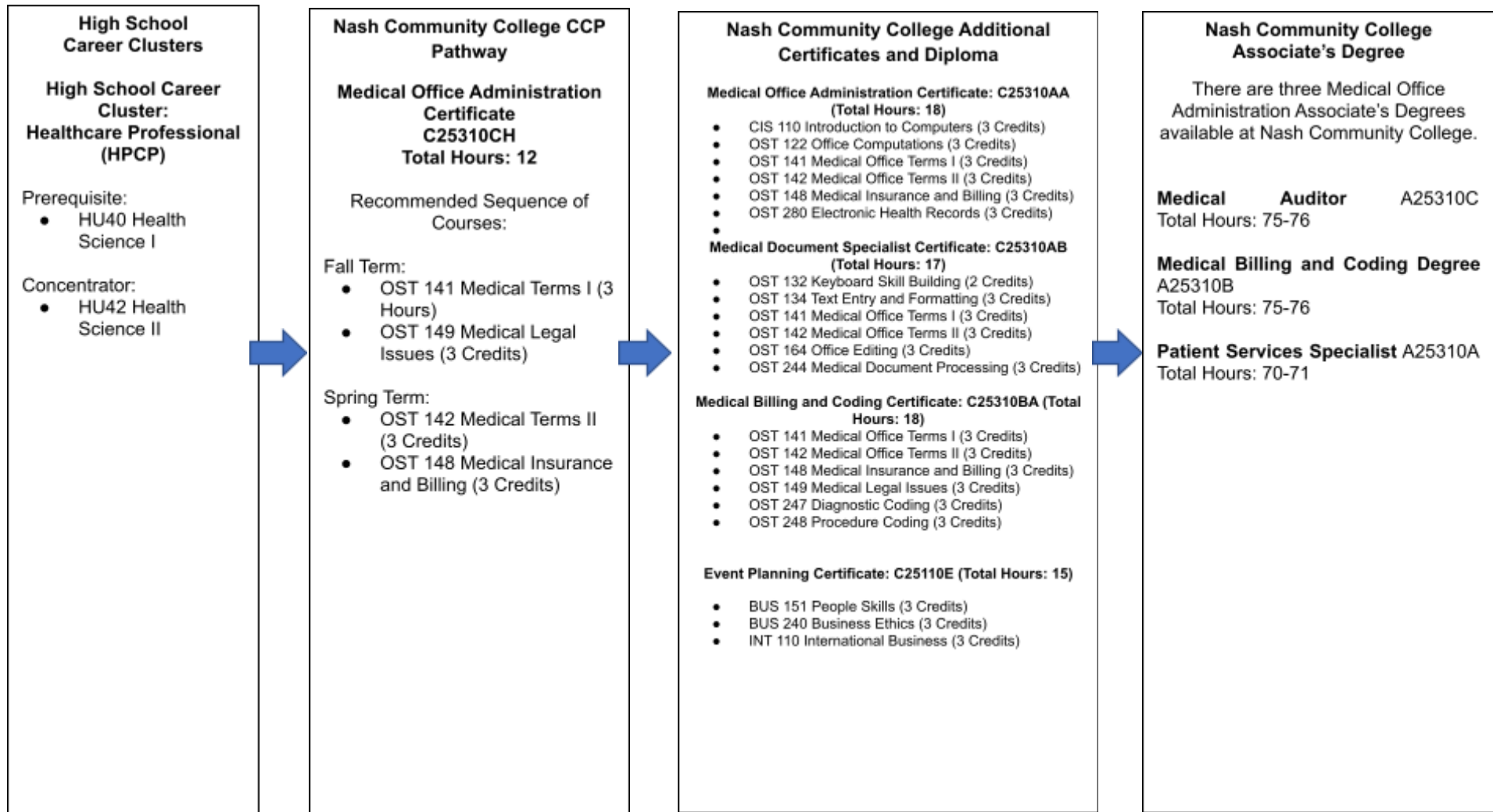


MEDICAL OFFICE ADMINISTRATION CERTIFICATE

The Medical Office Administration curriculum prepares individuals for employment in medical and other health-care 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.

Career Opportunities: Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.



Questions? Please contact
 Alyssa Womble Director, Career and College Promise
 252.451.8473 || alwomble393@nashcc.edu