

# MEDICAL OFFICE ADMINISTRATION CERTIFICATE

C25310CH

Total Credit Hours: 12

**FOR MORE  
INFORMATION ABOUT  
CAREERS AND  
OPPORUTUNITIES IN  
THE FIELD CONTACT:**

Nakisha Floyd

Department Chair

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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.

Course Code	Course Name	Semester Offered	Credit Hours
OST 141	Medical Terms I	Fall, Spring	3
OST 142	Medical Terms II	Fall, Spring	3
OST 148	Medical Insurance and Billing	Fall, Spring	3
OST 149	Medical Legal Issues	Fall, Spring	3
	Total Credit Hours		12

**FOR MORE INFORMATION ABOUT CAREER AND COLLEGE PROMISE  
OPPORUTUNITIES PLEASE CONTACT:**

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