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.

High School Career Clusters

High School Career Cluster: Healthcare Professional (HPCP)

Prerequisite:

 HU40 Health Science I

Concentrator:

 HU42 Health Science II

Nash Community College CCP Pathway

Medical Office Administration Certificate C25310CH Total Hours: 12

Recommended Sequence of Courses:

Fall Term:

- OST 141 Medical Terms I (3 Hours)
- OST 149 Medical Legal Issues (3 Credits)

Spring Term:

- OST 142 Medical Terms II (3 Credits)
- OST 148 Medical Insurance and Billing (3 Credits)

Nash Community College Additional Certificates and Diploma

Medical Office Administration Certificate: C25310AA (Total Hours: 18)

- CIS 110 Introduction to Computers (3 Credits)
- OST 122 Office Computations (3 Credits)
- OST 141 Medical Office Terms I (3 Credits)
- OST 142 Medical Office Terms II (3 Credits)
 OST 148 Medical Insurance and Billing (3 Credits)
- OST 280 Electronic Health Records (3 Credits)

Medical Document Specialist Certificate: C25310AB (Total Hours: 17)

- OST 132 Keyboard Skill Building (2 Credits)
- OST 134 Text Entry and Formatting (3 Credits)
- OST 141 Medical Office Terms I (3 Credits)
 OST 142 Medical Office Terms II (3 Credits)
- OST 164 Office Editing (3 Credits)
- OST 244 Medical Document Processing (3 Credits)

Medical Billing and Coding Certificate: C25310BA (Total Hours: 18)

- OST 141 Medical Office Terms I (3 Credits)
- OST 142 Medical Office Terms II (3 Credits)
- OST 148 Medical Insurance and Billing (3 Credits)
- OST 149 Medical Legal Issues (3 Credits)
- OST 247 Diagnostic Coding (3 Credits)
- OST 248 Procedure Coding (3 Credits)

Event Planning Certificate: C25110E (Total Hours: 15)

- BUS 151 People Skills (3 Credits)
- BUS 240 Business Ethics (3 Credits)
- INT 110 International Business (3 Credits)

Nash Community College Associate's Degree

There are three Medical Office Administration Associate's Degrees available at Nash Community College.

Medical Auditor A25310C

Total Hours: 75-76

Medical Billing and Coding Degree

A25310B

Total Hours: 75-76

Patient Services Specialist A25310A

Total Hours: 70-71



