

Medical Office Administration

This curriculum prepares individuals for employment in medical and other healthcare-related offices.

Coursework includes medical terminology, information systems, office management, medical coding, billing and insurance, legal and ethical issues plus formatting and word processing. Students learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare-related organizations.

For specific information about potential positions and wages in medical office administration employment, visit the Central Piedmont Career Coach website.

Medical Office Administration (A25310)

Degree Awarded

The Associate in Applied Science degree - Medical Office Administration is awarded upon completion of this program.

The Medical Office Administration degree is available in two tracks:

- 1) Medical Office Administration (A25310), and
- 2) Medical Office Administration – Medical Billing and Coding (A25310B)

Admissions

- Complete an admissions application to Central Piedmont.
- Submit high school transcript and any college transcripts to Central Piedmont Admissions, Records & Registration.
- Take the required placement tests to determine placement in English (ENG) and mathematics (MAT) courses.
- A counseling/orientation appointment follows placement testing
- Check the Course Descriptions section to see course prerequisites or co-requisites.
- MED 122 requires permission from the Program Chair of the Medical Assisting program.

Contact Information

The Medical Office Administration Program is in the Business and Accounting Division. Contact the program office at 704.330.6851. For complete details, visit the Office Administration website.

Medical Office Administration (A25310)

General Education Requirements

ENG 111	Writing and Inquiry	3.0
Select 3 credits of the following: 3.0		
ENG 112	Writing and Research in the Disciplines	
ENG 113	Literature-Based Research	
ENG 114	Professional Research & Reporting	
COM 110	Introduction to Communication	
COM 231	Public Speaking	

Select 3 credits of the following: 3.0

MAT 110	Mathematical Measurement and Literacy
MAT 121	Algebra/Trigonometry I
MAT 143	Quantitative Literacy
MAT 152	Statistical Methods I
MAT 171	Precalculus Algebra

Select 3 credits of the following: 3.0

ECO 251	Principles of Microeconomics
ECO 252	Principles of Macroeconomics
HIS 111	World Civilizations I
HIS 112	World Civilizations II
HIS 131	American History I
HIS 132	American History II
POL 120	American Government
PSY 150	General Psychology
SOC 210	Introduction to Sociology

Select 3 credits of the following: 3.0

ART 111	Art Appreciation
ART 114	Art History Survey I
ART 115	Art History Survey II
DRA 111	Theatre Appreciation
HUM 120	Cultural Studies
HUM 130	Myth in Human Culture
MUS 110	Music Appreciation
MUS 112	Introduction to Jazz
PHI 215	Philosophical Issues
PHI 240	Introduction to Ethics
REL 110	World Religions

Major Requirements

OST 134	Text Entry & Formatting	3.0
OST 137	Office Applications I	3.0
OST 148	Medical Insurance and Billing	3.0
OST 149	Medical Legal Issues	3.0
OST 164	Office Editing	3.0

Select one of the following sequences: 6.0

OST 141 & OST 142	Medical Office Terms I and Medical Office Terms II
OR	
MED 121 & MED 122	Medical Terminology I and Medical Terminology II

Other Major Requirements:

OST 130	Comprehensive Keyboarding	3.0
OST 136	Word Processing	3.0
OST 184	Records Management	3.0
OST 243	Med Office Simulation	3.0
OST 286	Professional Development	3.0
OST 288	Medical Office Administration Capstone	3.0
ACA 122	College Transfer Success	1.0

Technical Electives

Select 6 credits of the following: 6.0

OST 122	Office Computations
OST 153	Office Finance Solutions

Medical Office Administration

OST 138	Office Applications II	
OST 236	Advanced Word Processing	
OST 238	Office Applications III	
OST 250	Long-Term Care Coding	
CIS 110	Introduction to Computers	
ACC 115	College Accounting	
ACC 120	Principles of Financial Accounting	
WBL 111	Work-Based Learning I	
BUS 137	Principles of Management	
BUS 153	Human Resource Management	
MKT 223	Customer Service	
MKT 232	Social Media Marketing	
WBL 112	Work-Based Learning I	
WBL 121	Work-Based Learning II	
WBL 122	Work-Based Learning II	
Total Credits		61

Medical Office Administration – Medical Billing and Coding Track (A25310B)

General Education Requirements

ENG 111	Writing and Inquiry	3.0
Select 3 credits of the following:		3.0
ENG 112	Writing and Research in the Disciplines	
ENG 113	Literature-Based Research	
ENG 114	Professional Research & Reporting	
COM 110	Introduction to Communication	
COM 231	Public Speaking	
Select 3 credits of the following:		3.0
MAT 110	Mathematical Measurement and Literacy	
MAT 121	Algebra/Trigonometry I	
MAT 143	Quantitative Literacy	
MAT 152	Statistical Methods I	
MAT 171	Precalculus Algebra	
Select 3 credits of the following:		3.0
ECO 251	Principles of Microeconomics	
ECO 252	Principles of Macroeconomics	
HIS 111	World Civilizations I	
HIS 112	World Civilizations II	
HIS 131	American History I	
HIS 132	American History II	
POL 120	American Government	
PSY 150	General Psychology	
SOC 210	Introduction to Sociology	
Select 3 credits of the following:		3.0
ART 111	Art Appreciation	
ART 114	Art History Survey I	
ART 115	Art History Survey II	
DRA 111	Theatre Appreciation	
HUM 120	Cultural Studies	
HUM 130	Myth in Human Culture	
MUS 110	Music Appreciation	
MUS 112	Introduction to Jazz	

PHI 215	Philosophical Issues	
PHI 240	Introduction to Ethics	
REL 110	World Religions	

Major Requirements

OST 134	Text Entry & Formatting	3.0
OST 137	Office Applications I	3.0
OST 148	Medical Insurance and Billing	3.0
OST 149	Medical Legal Issues	3.0
OST 164	Office Editing	3.0
Select one of the following sequences:		6.0

OST 141	Medical Office Terms I	
& OST 142	and Medical Office Terms II	
OR		
MED 121	Medical Terminology I	
& MED 122	and Medical Terminology II	

Other Major Requirements:

OST 130	Comprehensive Keyboarding	3.0
OST 136	Word Processing	3.0
OST 184	Records Management	3.0
OST 243	Med Office Simulation	3.0
OST 286	Professional Development	3.0
OST 288	Medical Office Administration Capstone	3.0
ACA 122	College Transfer Success	1.0

Technical Electives

Select 6 credits of the following:		6.0
OST 122	Office Computations	
OST 153	Office Finance Solutions	
OST 138	Office Applications II	
OST 236	Advanced Word Processing	
OST 238	Office Applications III	
OST 250	Long-Term Care Coding	
CIS 110	Introduction to Computers	
ACC 115	College Accounting	
ACC 120	Principles of Financial Accounting	
WBL 111	Work-Based Learning I	
BUS 137	Principles of Management	
BUS 153	Human Resource Management	
MKT 223	Customer Service	
MKT 232	Social Media Marketing	
WBL 112	Work-Based Learning I	
WBL 121	Work-Based Learning II	
WBL 122	Work-Based Learning II	

Total Credits	61
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No diplomas offered are offered in Medical Office Administration.

Medical Office Administration Certificates (C25310)

Medical Office Administration Certificate Specialization in Procedural and Diagnostic Coding (C25310-C1)

Major Requirements

OST 141	Medical Office Terms I	3.0
OST 148	Medical Insurance and Billing	3.0
OST 142	Medical Office Terms II	3.0
OST 247	Procedure Coding	3.0
OST 248	Diagnostic Coding	3.0
OST 249	Medical Coding Certification Preparation	3.0
Total Credits		18

Medical Office Administration Certificate Specialization in Medical Office Administration (C25310-C2)

Major Requirements

OST 130	Comprehensive Keyboarding	3.0
OST 141	Medical Office Terms I	3.0
OST 149	Medical Legal Issues	3.0
OST 148	Medical Insurance and Billing	3.0
OST 184	Records Management	3.0
Total Credits		15