

BUSINESS AND ENTREPRENEURSHIP DEPARTMENT

OTHER PROGRAMS

- Accounting
- Business Administration
- Computer Information Technology
- Entrepreneurship
- Healthcare Business Informatics
- Networking Technology

CONTACT INFORMATION

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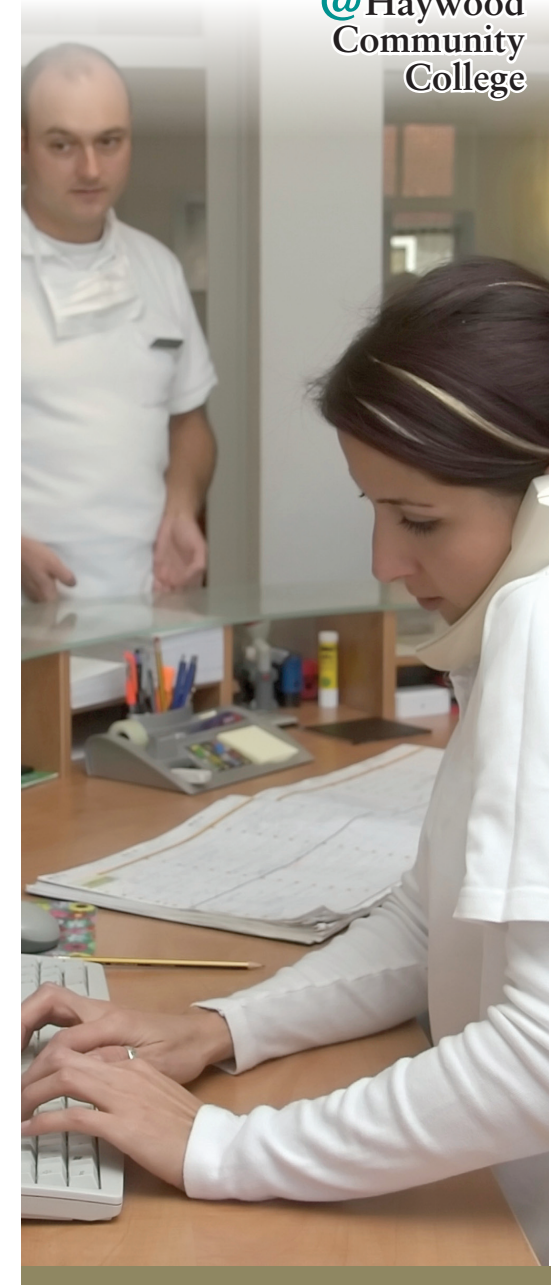
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MEDICAL OFFICE ADMINISTRATION

@Haywood
Community
College



MEDICAL OFFICE ADMINISTRATION

2011-2012

SUGGESTED SCHEDULE

This Medical Office Administration curriculum prepares individuals for employment in the medical and other health-care related offices.

Coursework 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.

Graduates should qualify for employment opportunities in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

This program provides students with all the resources needed to begin a new medical office administration career. The excellent instructors present the curriculum in a format that is easy to understand. Medical office Administration is a good fit for students who enjoy working in a medical office environment.



Associate In Applied Science Degree (AAS) A25310

Fall Semester 1

ACA 111	College Student Success
MED 116	Introduction to Anatomy and Physiology
MED 121	Medical Terminology I
OST 131	Keyboarding
OST 181	Introduction to Office Systems

Spring Semester 1

ACC 120	Principles of Financial Accounting
CIS 110	Introduction to Computers
ENG 111	Expository Writing
MED 122	Medical Terminology II
OST 136	Word Processing

Summer Semester 1

ENG 114	Professional Research & Reporting
	Humanities/Fine Arts
	Mathematics
	Social & Behavioral Sciences

Fall Semester 2

BUS 153	Human Resource Management
OST 134	Text Entry and Formatting
OST 148	Medical Coding, Billing, & Insurance
OST 164	Text Editing Applications
OST 247	Procedure Coding
OST 248	Diagnostic Coding

Spring Semester 2

BUS 280	REAL Small Business
COE 111	Co-op Work Experience I
OST 137	Office Software Applications
OST 149	Medical Legal Issues
OST 243	Medical Office Simulation

Total 71 credit hrs.

Diploma in Electronic Health Records D25310

Fall Semester 1

ENG 111	Expository Writing
MED 116	Introduction to Anatomy & Physiology
MED 121	Medical Terminology I
OST 131	Keyboarding
OST 148	Medical Coding, Billing, & Insurance

Spring Semester 1

CIS 110	Introduction to Computers
ENG 114	Professional Research & Reporting
MED 122	Medical Terminology II
OST 136	Word Processing
OST 149	Medical Legal Issues

Fall Semester 2

OST 134	Text Entry and Formatting
OST 181	Introduction to Office Systems
OST 243	Medical Office Simulation
OST 247	Procedure Coding
OST 248	Diagnostic Coding

Total 43 credit hrs.

Certificate in Medical Office Administration C25310

Fall Semester 1

CIS 110	Introduction to Computers
MED 121	Medical Terminology I
OST 148	Medical Coding, Billing, & Insurance
OST 181	Introduction to Office Systems

Total 12 credit hrs.