

# MEDICAL OFFICE ADMINISTRATION

The Medical Office Administration curriculum prepares individuals for entry-level medical administrative support positions, including medical records clerk, insurance specialist, patient services representative, and transcriptionist.

Coursework includes medical records, medical law and ethics, office procedures, billing and coding, and transcription. Employment opportunities include healthcare facilities, insurance billing offices, labs, and manufacturers of medical equipment.

This program leads to an Associate in Applied Science Degree. To be eligible for graduation, the student must have satisfactorily completed the course requirements as outlined below.

To qualify for admission into this program, the applicant must have a high school diploma or the equivalent.



## Effective Fall 2015

### Fall Semester 1<sup>st</sup> Year

ACA 115	Success & Study Skills
CIS 110	Introduction to Computers
ENG 111	Writing & Inquiry
OST 131	Keyboarding
MED 121 or OST 141	Med Terms I
OST 148	Med Billing Coding & Ins

### Spring Semester 1<sup>st</sup> Year

BIO 168	Anatomy & Physiology I
OST 134	Text Entry & Formatting
OST 136	Word Processing
MED 122 or OST 142	Med Terms II
OST 164	Text Editing Applications
OST 247	Procedure Coding



### Fall Semester 2<sup>nd</sup> Year

OST 149	Medical Legal Issues
OST 153	Office Finance Solutions
OST 248	Diagnostic Coding
OST 281	Emerg Issues in Med Office
OST 286	Professional Development
COM 231 or ENG 115	

### Spring Semester 2<sup>nd</sup> Year

CTS 130	Spreadsheet
OST 243	Medical Office Simulation
MAT 143	Quantitative Literacy
ECO 251 or POL 110 or PSY 150	
ENG 125 or HUM 115 or PHI 240	

———— \*MOA Elective

\*OST 249 or MED 183 or OST 184



**NOTE: The above curriculum outline is intended as a guide only. The sequence of course offerings is subject to change at the discretion of the administration.**

# Bladen

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## EDICAL OFFICE

## ADMINISTRATION

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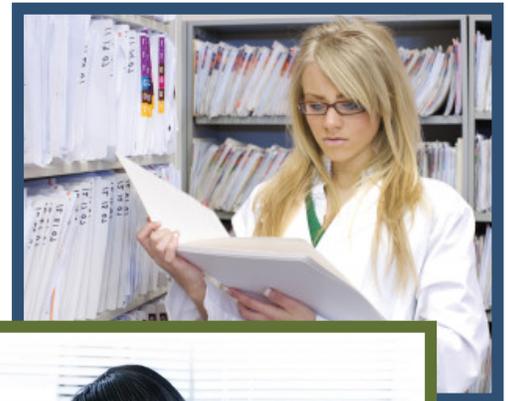
ASSOCIATE DEGREE IN APPLIED SCIENCE

MEDICAL OFFICE ADMINISTRATION DIPLOMA

MEDICAL OFFICE ADMINISTRATION CERTIFICATE

### EMPLOYMENT OPPORTUNITIES

- Administrative Assistant
- Medical Records Clerk/Receptionist
- Patient Representative
- Insurance Specialist
- Health Care Office Administrator
- Medical Transcriptionist
- Medical Coding and Billing Specialist
- Office Manager



**ACCREDITATION:** Bladen Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Bladen Community College.

**MISSION STATEMENT:** Bladen Community College is dedicated to the educational and cultural enrichment of the people of Bladen and surrounding counties.