PROGRAM FACT SHEET

###### MEDICAL OFFICE ADMINISTRATION A25310

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

##### Awards

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| **Associate Degree**: Medical Office Professional (A25310M) | **Length of Program**: 5 Semesters  **Prerequisite**: High School Diploma and 1 unit of Algebra, Placement Test Equivalent |
| **Associate Degree**: Medical Billing, Coding, and Auditing (A25310C) | **Length of Program**: 5 Semesters  **Prerequisite**: High School Diploma and 1 unit of Algebra, Placement Test Equivalent |
| **Diploma:** Administrative Clinical Assistant Diploma (D25310) | **Length of Program:** 3 Semesters  **Prerequisite:** High School Diploma, Placement  Test Equivalent |
| **Certificate:** Medical Coding Specialist Certificate (C25310C2) | **Length of Program:** 2 Semesters  **Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Dental Office Specialist Certificate (C25310C3) | **Length of Program:** 2 Semesters  **Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Patient Services Representative Certificate (C25310C5) | **Length of Program:** 2 Semesters  **Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Advanced Coding and Auditing Certificate (C25310C8) | **Length of Program:** 1 Semester  **Prerequisite:** C25310C2 Medical Coding Specialist Certificate |
| **Certificate:** Electronic Health Records Specialist Certificate (C25310C9) | **Length of Program:** 1 Semester  **Prerequisite:** High School Diploma, Placement  Test Equivalent |
| **Certificate:** Medical Coding Specialist II Certificate (C25310C10) | **Length of Program:** 2 Semesters  **Prerequisite:** C25310C2 Medical Coding Specialist Certificate |
| **Certificate:** Healthcare Customer Service Certificate (C25310H2) | **Length of Program:** 2 Semesters  **Prerequisite:** Placement Test Credit Equivalent |

**Work-Based Learning Requirements/Opportunities:** For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

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| Curriculum Chairperson: Larissa White  Telephone Number: (910) 678-8518  Office Location: Cumberland Hall, Room 377H  Email: [whitel@faytechcc.edu](mailto:whitel@faytechcc.edu) | Department Office: Cumberland Hall, Room 377  Telephone: (910) 678-8292  FTCC Web Site: [FTTC Website](http://www.faytechcc.edu/) |

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

**Child Care Financial Assistance Information:**

Telephone: (910) 678-8486.

Revised: 01/31/24