**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

**MEDICAL OFFICE ADMINISTRATION/**

**MEDICAL CODING SPECIALIST CERTIFICATE (C25310C2)**

Effective Date: Fall 2024

Revised: 01/31/24

Day and Evening

The Medical Coding Specialist certificate is designed to prepare individuals for employment in a medical office or other healthcare related business.

The certificate program covers medical terminology, medical insurance/billing, procedure and diagnostic coding and medical coding certification prep. Students will learn accurate coding processes and develop skills applicable in the medical coding and billing field.

Upon completion of this program, students would be able to perform the necessary coding skills required in today's medical office or transfer the course credits to one of the Medical Office Administration programs for an Associate of Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| \*OST141 | Med Office Terms I | 3 | 0 | 0 | 3 |
| \*\*OST142 | Med Office Terms II | 3 | 0 | 0 | 3 |
| OST148 | Med Ins & Billing | 3 | 0 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **9** | **0** | **0** | **9** |

**SPRING SEMESTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| \*OST247 | Procedure Coding | 2 | 2 | 0 | 3 |
| \*OST248 | Diagnostic Coding | 2 | 2 | 0 | 3 |
| \*\*OST249 | Med Coding Certification Prep | 2 | 3 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **6** | **7** | **0** | **9** |

**TOTAL REQUIRED CREDITS.... 18**

**Work-Based Learning Option:** NA

**\***1st eight weeks

**\*\***2nd eight weeks