Awards

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 & Auditing (A25310C)
Length of Program:	5 Semesters
Prerequisite:	High School Diploma and 1 Unit of Algebra, Placement Test Equivalent
Associate Degree:	Electr. Health Records Specialist (A25310E)
Length of Program:	5 Semesters
Prerequisite:	High School Diploma and 1 Unit of Algebra, Placement Test Equivalent
Diploma:	Not Applicable
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 Rep Certificate (C25310C5)
Length of Program:	2 Semesters
Prerequisite:	High School Diploma, Placement Test Equivalent
Certificate:	Electronic Billing Specialist Certificate (C25310C6)
Length of Program:	2 Semesters
Prerequisite:	High School Diploma, Placement Test Equivalent
Certificate:	Healthcare Documentation Specialist Certificate (C25310C7)
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:	Healthcare Customer Ser Cert C25310H2
Length of Program:	2 Semesters
Prerequisite:	Placement Test Equivalent

Rev.02/20/23

Other Important Information

Application Deadlines: The program only admits students in 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.

Program Information Contact

Curriculum Chairperson
Denise DeDeaux
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FTCC

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MEDICAL OFFICE ADMINISTRATION - ELECTRONIC HEALTH RECORDS SPECIALIST

www.faytechcc.edu

Fayetteville Technical Community College

910-678-8400
P.O. Box 35236 • 2201 Hull Road
Fayetteville, NC 28303

An Equal Opportunity Employer

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.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
MEDICAL OFFICE ADMINISTRATION/
ELECTRONIC HEALTH RECORDS SPECIALIST (A25310E)
Effective: Fall 2021
Revised: 01/20/21

Length: 5 Semesters
Prerequisite: High School Diploma, 1 Unit of Algebra, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	120	Career Assessment	1	0	0	1
or						
ACA	122	College Transfer Success	0	2	0	1
ENG	111	Writing and Inquiry	3	0	0	3
OST	130	Comprehensive Keyboard	2	2	0	3
or						
OST	132	Keyboard Skill Building	1	2	0	2
OST	141	Med Terms I - Med Office	3	0	0	3
OST	149	Medial Legal Issues	3	0	0	3
		Major Computer Apps Pick	1	2	0	2
		TOTALS	**11**	**4**	**0**	**14**

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	136	Word Processing	2	2	0	3
OST	142	Med Terms II - Med Office	3	0	0	3
OST	148	Med Ins & Billing	3	0	0	3
OST	161	Medical Ofc Procedures	2	2	0	3
		Math Elective	2	2	0	3
		TOTALS	**12**	**6**	**0**	**15**

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	134	Text Entry & Formatting	2	2	0	3
WBL	110	World of Work	1	0	0	1
		Major Elective	3	0	0	3
		TOTALS	**6**	**2**	**0**	**7**

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
COM	120	Intro Interpersonal Com	3	0	0	3
or						
COM	231	Public Speaking	3	0	0	3
OST	164	Office Editing	3	0	0	3
OST	244	Med Document Processing	2	2	0	3
OST	280	Electronic Health Records	2	2	0	3
		Social Behav Science Elec	3	0	0	3
		TOTALS	**13**	**4**	**0**	**15**

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	263	Healthcare Customer Rel	3	0	0	3
OST	288	Med Ofc Admin Capstone	2	2	0	3
WBL	111	Work-Based Learning I	0	0	10	1
		Humanities/Fine Arts Elec	3	0	0	3
		Major Elective	5	0	0	5
		TOTALS	**13**	**2**	**10**	**15**

TOTAL REQUIRED CREDITS.... 66

Work Based Learning Option: Students are required to take one (1) credit hour of work-based learning.

*Note: Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.