Awards

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

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

Department Chairperson

Larissa White (910) 678-8518 Cumberland Hall, Room 377-H whitel@faytechcc.edu www.faytechcc.edu





MEDICAL OFFICE ADMINISTRATION -MEDICAL OFFICE PROFESSIONAL



www.faytechcc.edu

Fayetteville Technical Community College

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

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PROGRAM FACT SHEET MEDICAL OFFICE ADMINISTRATION/ MEDICAL OFFICE PROFESIONAL (A25310M)



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/MEDICAL OFFICE PROFESSIONAL (A25310M) Effective: Fall 2024 Revised: 01/31/24

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
MED	121	Medical Terminology I	3	0	0	3
or						
OST	141	Med Terms I - Med Office	3	0	0	3
OST	130	Comprehensive Keyboard	2	2	0	3
or						
OST	132	Keyboard Skill Building	1	2	0	2
OST	148	Med Ins & Billing	3	0	0	3
		Major Computer Apps Pick	: 1	2	0	2
		TOTALS	11	4	0	14

SPRING SEMESTER 1

INIESTER I					
Title	Class	Lab	Clinical	Credit	
Legal Asp of Healthcare A	d 3	0	0	3	
Modial Logal Jacuas	2	0	0	2	
		-	-		
Medical Terminology II	3	0	0	3	
Med Terms II - Med Office	3	0	0	3	
Word Processing	2	2	0	3	
0	3	0	0	3	
3		2	0		
TOTALS	13	4	0	15	
EMESTER 1					
	Class	l ab	Clinical	Credit	
		-	-		
TOTALS	6	Ő	Ő	6	
<u>Title</u>	Class	Lab	Clinical	Credit	
Intro Interpersonal Com					
	0	Ŭ	Ũ		
Public Speaking	3	0	0	3	
Office Editing	3	0	0	3	
Electronic Health Records	2	2	0	3	
Emerg Issues in Med Ofc	3	0	0	3	
0	c 3	0	0	3	
TOTALS	14	2	0	15	
	Title Legal Asp of Healthcare A Medial Legal Issues Medical Terminology II Med Terms II - Med Office Word Processing Major Elective Math Elective TOTALS EMESTER 1 Title Humanities/Fine Arts Elec Major Elective TOTALS ESTER 2 Title Intro Interpersonal Com Public Speaking Office Editing Electronic Health Records Emerg Issues in Med Ofc Social Behav Science Elec	TitleClassLegal Asp of Healthcare Ad3Medial Legal Issues3Medical Terminology II3Med Terms II - Med Office3Word Processing2Major Elective3Math Elective2TOTALS13EMESTER 1TitleClassMajor Elective3Major Elective3EMESTER 1ClassTitleClassMajor Elective3Office Editive3Office Editing3Public Speaking3Office Editing3Electronic Health Records2Emerg Issues in Med Ofc3Social Behav Science Elec3	TitleClassLabLegal Asp of Healthcare Ad30Medial Legal Issues30Medical Terminology II30Med Terms II - Med Office30Word Processing22Major Elective30Math Elective22TOTALS134EMESTER 1ClassLabTitleClass0Major Elective30Major Elective30TOTALS60ESTER 2ClassLabIntro Interpersonal Com30Public Speaking30Office Editing30Electronic Health Records22Emerg Issues in Med Ofc30Social Behav Science Elec30	TitleClassLabClinicalLegal Asp of Healthcare Ad300Medial Legal Issues300Medical Terminology II300Med Terms II - Med Office300Word Processing220Major Elective300Math Elective220TotALS1340EMESTER 1TitleClassLabHumanities/Fine Arts Elec30Major Elective300TotALS600ESTER 2LabClinicalIntro Interpersonal Com300Public Speaking300Office Editing300Electronic Health Records220Emerg Issues in Med Ofc300Social Behav Science Elec300	TitleClassLabClinical CreditLegal Asp of Healthcare Ad3003Medial Legal Issues3003Medical Terminology II3003Med Terms II - Med Office3003Med Terms II - Med Office3003Mod Terms II - Med Office3003Major Elective3003Math Elective2203TOTALS134015EMESTER 1TitleClassLabClinical CreditHumanities/Fine Arts Elec3003Major Elective3003TOTALS6006ESTER 2TitleClassLabIntro Interpersonal Com303Office Editing3003Electronic Health Records2203Emerg Issues in Med Ofc3003Social Behav Science Elec3003

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	263	Healthcare Customer Rel	3	0	0	3
OST	286	Professional Development	3	0	0	3
OST	288	Med Ofc Admin Capstone	2	2	0	3
WBL	111	Work-Based Learning I	0	0	10	1
		Major Elective	6	0	0	6
		TOTALS	14	2	10	16

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.



Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.