

CAREER TECHNICAL EDUCATION PATHWAY: Medical Office Administration



Career & College Promise (CCP)

CCP provides opportunities for eligible NC high school students to take tuition-free, college courses for dual credit (some students may have to pay for textbooks and materials). Taking CCP courses accelerates completion of college certificates, diplomas, applied associate degrees that provide entry-level job skills, and associate degrees that lead to transfer within the UNC System of 4-year colleges and universities and many private institutions.



Eligibility Requirements for Career Technical Education (CTE) Pathway

- High School Junior or Senior
- Weighted GPA of 3.0 or higher, or GPA below 3.0, written approval from High School principal/designee

General Admission Requirements

- WCC Admissions Application
- High School Transcript
- Registration and Verification Form

About the Medical Office Administration Pathway:

This pathway is a set of courses that students can take to earn a certificate toward the Associate of Applied Science Medical Office Administration Degree. These courses prepare students to be employed in health care-related offices to manage an office setting that includes administrative and support functions in a medical environment.

You will learn:

- Medical terminology, billing and insurance
- Legal, moral, ethical issues in healthcare services

Possible Job Titles:

- Medical Billing Specialist, insurance verification specialist
- Unit Secretaries
- Medical Office Secretary, Receptionist
- Front desk check in/out

Possible Employment Opportunities:

- Medical and dental offices
- Hospitals and laboratories
- Insurance or medical supply companies

**Annual Median Salary for
Medical Records & Health Information
Technician (NC) \$35,180**

onetonline.org

Medical Office Administration Certificate			
Title	Class	Lab	Credit
OST 141 Med Office Terms I	3	0	3
OST 142 Med Office Terms II (Pre-Req OST 141)	3	0	3
OST 148 Med Insurance and Billing	3	0	3
OST 149 Medical Legal Issues	3	0	3
Total Semester Credit Hours:			12

For more information, contact: **Trish Holsten, Secondary Partnerships Director**
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wilsoncc.edu/curriculum/career-college-promise

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