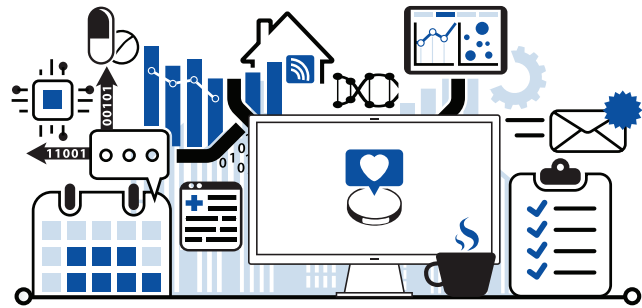


# CAREER TECHNICAL EDUCATION PATHWAY: Medical Office Administration (C25310C)



## 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.



## Medical Office Administration Pathway

### Eligibility Requirements

- High School Junior or Senior
- Unweighted GPA of 2.8 or higher **OR** demonstrate college readiness in English, reading and math on approved assessments.
- If GPA is below 2.8, principals/designees can waive the GPA and provide rationale why GPA was waived.

## General Admission Requirements

- College CCP 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

**Median Annual Wage for NC Medical Records & Health Information Technician \$36,390**

NCcareers.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
<b>Total Semester Credit Hours:</b>			<b>12</b>

For more information, contact: **Trish Holsten, Secondary Partnerships Director**  
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# CONNECTING HIGH SCHOOL, COLLEGE, AND CAREER

