

# CAREER TECHNICAL EDUCATION PATHWAY: Medical Office Administration (C25310HS)



## 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.

## General Admission Requirements

- College CCP Admissions Application
- High School Transcript
- Verification Form

## 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, principles/designees can waive the GPA and provide rationale for waiver.



## 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.

**Median Annual Wage for NC Medical Records & Health Information Technician**  
**\$38,612** NCCareers.org

## 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

Medical Office Administration Certificate				
Sem	Title	Class	Lab	Credit
FA	OST 141 Med Office Terms I	3	0	3
SU/SP	OST 142 Med Office Terms II ( <i>Pre-Req OST 141</i> )	3	0	3
FA	OST 148 Med Insurance and Billing	3	0	3
SU/SP	OST 149 Medical Legal Issues	3	0	3
<b>Total Semester Hours Credit for Certificate</b>				<b>12</b>

For more information, contact: Trish Holsten, Secondary Partnerships Director  
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wilsoncc.edu | (252) 291-1195 | 902 Herring Avenue, P.O. Box 4305 Wilson, NC 27893

## High School (electives)

### High School

#### COMPLETE GRAD REQ:

- English (4), Math (4), Social Studies, Science (3), Health/PE, electives

#### SUGGESTED HS ELECTIVES:

- Health Science I & II
- CCP electives

## CCP Dual Enrollment (college/HS concurrently)

### WCC Medical Office Admin Pathway

#### CCP JR YR SUGGESTED:

- OST 141 Med Office Terms I
- OST 142 Med Office Terms II

#### CCP SR YR SUGGESTED:

- OST 148 Med Insurance and Billing
- OST 149 Medical Legal Issues

## After High School (post-graduation)

### WCC Medical Office Admin AAS Degree

(Med Billing and Coding)

#### GENERAL ED

- English, Math, Psychology, Critical Thinking

#### MED OFFICE CLASSES:

- Keyboarding
- Word Processing
- Procedure Coding
- Diagnostic Coding
- Office Editing
- Electronic Health Records
- Med Office Procedures
- Medical Auditing
- Med Coding and Cert. Prep
- Med Office Admin Capstone
- World of Work
- Major Electives

#### ADDITIONAL REQ CLASSES:

- College Student Success
- Intro to Computers

