

**Central Carolina Community College
Program Planning Guide**

**Medical Office Administration
Credential: Medical Office Insurance Coding Certificate (Distance Education)(C25310IC)**

This program is designed to provide students with skills necessary for positions in medical and allied health facilities requiring a comprehensive knowledge of ICD-9 and CPT codes. This concentrated program provides training in medical terminology, coding, billing, and insurance procedures. Employment opportunities include medical offices, research facilities, health insurance companies, billing agencies, and allied health facilities. Upon completion of this training, students will be prepared to perform data entry associated to billing and recordkeeping of medical diagnosis, charges, and insurance documentation. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for that degree program.

Program Length: 2 Semesters

Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Medical Office Insurance Coding Certificate.

Program Sites: Distance Program

Lee and Harnett Campus – Day Program

| Suggested Course Schedule: | | HOURS | | | Grade | Semester | Notes |
|-----------------------------------|------------------------------------|--------------|------------|---------------|--------------|-----------------|--------------|
| | | Class | Lab | Credit | | | |
| 1st Semester (Fall) | | | | | | | |
| OST 141 | Medical Terms I-Medical Office | 3 | 0 | 3 | | | |
| OST 148 | Medical Coding Billing & Insurance | 3 | 0 | 3 | | | |
| OST 149 | Medical Legal Issues | 3 | 0 | 3 | | | |
| | | 9 | 0 | 9 | | | |
| 2nd Semester (Spring) | | | | | | | |
| CIS 110* | Introduction to Computers | 2 | 2 | 3 | | | |
| OST 142 | Medical Terms II-Medical Office | 3 | 0 | 3 | | | |
| OST 248 | Diagnostic Coding | 1 | 2 | 2 | | | |
| | | 6 | 4 | 8 | | | |

*Students may substitute CIS 111 (nontransferable)

Total Semester Hours Credit: 17/16 SHC

Medical Office Insurance Coding Certificate Course Descriptions:

CIS 110 Introduction to Computers 2-2-3
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

OST 141 Med Terms I-Med Office 3-0-3
This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in

approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 142 Medical Terms II-Med Office 3-0-3
Prerequisite: OST 141
This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

Central Carolina Community College
Course Descriptions – Medical Office Administration Insurance Coding Certificate

OST 148 Med Coding Billing & Insurance 3-0-3

Local Prerequisite/Corequisite: OST 141

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third-party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST 149 Med Legal Issues 3-0-3

This course introduces the complex legal, moral, and ethical issues involved in providing health care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 248 Diagnostic Coding 1-2-2

Prerequisite: MED 121 or OST 141

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.