

**Central Carolina Community College  
Program Planning Guide**

**Medical Office Administration  
Credential: Medical Transcription Certificate C25310T0**

This program is designed to provide the students with skills necessary to transcribe medical records for physicians in all medical disciplines. Specific skills include medical terminology, medical office procedures, medical transcription, and medical legal issues. Upon completion of this training, students will be prepared to transcribe for professional transcription agencies, hospitals, physician offices, and other health care agencies. 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 Machine Transcription 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 149	Medical Legal Issues	3	0	3		
OST 164	Text Editing Applications	3	0	3		
		9	0	9		
2nd Semester (Spring)						
OST 142	Medical Terms II-Medical Office	3	0	3		
OST 241*	Medical Office Transcription I	1	2	2		
OST 242**	Medical Office Transcription II	1	2	2		
		5	4	7		

\*1<sup>st</sup> mini-mester

\*\*2<sup>nd</sup> mini-mester

Total Semester Hours Credit: 16 SHC

**Medical Transcription Certificate Course Descriptions:**

**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.

**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 164 Text Editing Applications 3-0-3**

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

