

Program Planning Guide

Medical Office Administration, Medical Transcription Certificate, C25310T0

Program Length: 2 Semesters

Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards are required.) Medical Office Administration Diploma

Program Sites: Distance; Lee Main Campus – Day Program; Harnett Main Campus – Day Program

Suggested Course Schedule:		HOURS			Notes
		Class	Lab	Credit	
1st Semester (Fall)					
OST 141	Med Office Terms I	3	0	3	
OST 149	Medical Legal Issues	3	0	3	
OST 164	Office Editing	3	0	3	
				9	
2nd Semester (Spring)					
OST 142	Med Office Terms II	3	0	3	
OST 241*	Med Office Transcription I	2	2	3	*1 st minimester
OST 242**	Med Office Transcription II	2	2	3	**2 nd minimester
				9	

Total Semester Hours Credit Required for Graduation: 18

Course Descriptions:

OST 141 Med Office Terms I 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 Med Office Terms II 3-0-3

Prerequisite: Take One: MED 121 or 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 Medical 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 Office Editing 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.

OST 241 Med Office Transcription I 2-2-3

Prerequisite: Take One: MED 121 or OST 141

This course introduces current transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, editing and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable medical documents in the covered specialties.

OST 242 Med Office Transcription II 2-2-3

Prerequisite: Take OST-241

This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing, efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing and editing medical documents.