



Program Planning Guide

Medical Office Insurance Coding Certificate (C25310IC)

Program Length: 2 semesters

Program Sites: Lee Main Campus, Day Program; Harnett Main Campus, Day Program; Distance Education

Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration; Diploma in Medical Office Administration; Certificate in Medical Office Insurance Coding

Suggested Course Schedule		Class	Lab	Work	Credits	Notes:
1st Semester (fall)						
OST 141	Med Office Terminology I	3	0	0	3	1st 8-week session
OST 148	Medical Coding Billing & Insurance	3	0	0	3	
OST 142	Medical Office Terminology II	3	0	0	3	2nd 8-week session
	Total Semesters Hours	9	0	0	9	
2nd Semester (spring)						
OST 247	Procedural Coding	2	2	0	3	
OST 248	Diagnostic Coding	2	2	0	3	
OST 149	Medical Legal Issues	3	0	0	3	
	Total Semesters Hours	7	4	0	9	
Total Semester Credit Hours Required for Graduation: 18						