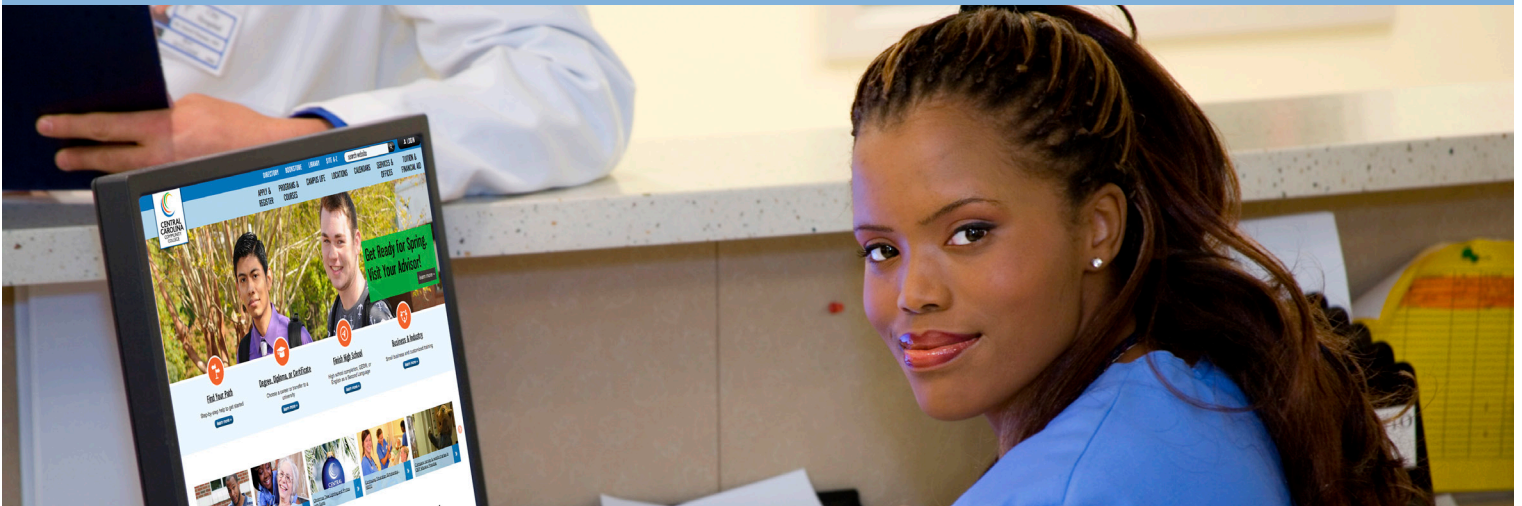




## Pathway Breakdown By Semester

FALL	SPRING	SUMMER / FALL	SUMMER / FALL
COURSE	COURSE	COURSE	COURSE
OST 141 – Medical Terminology I – Medical Office	OST 142 – Medical Terminology II – Medical Office	OST 243 – Medical Office Simulation	OST 289 – Administrative Office Management
OST 131 – Keyboarding	OST 148 – Medical Coding, Billing, and Insurance	OST 248 – Diagnostic Coding	WBL 111 – Work-Based Learning I
SOC 210 – Introduction to Sociology	OST 149 – Medical Legal Issues	OST 164 – Text Editing Applications	ACA 122 – College Transfer Success
COM 120 – Introduction to Interpersonal Communication	CIS 110 – Introduction to Computers		
12 Credit Hours	9 Credit Hours	12 Credit Hours	7 Credit Hours
Earned 17 Credit Hour Certificate			Earned 39 Credit Hour Diploma

# MEDICAL OFFICE ADMINISTRATION



## Pathway Overview

- Designed to prepare individuals for employment as a medical office professional that is a productive, responsible, and efficient team member in large and small medical offices, clinics, and hospitals.
- Studies emphasize medical office functions including medical terminology, medical transcription, medical coding, billing and insurance, as well as legal issues in the medical field.
- Office management skills include medical records management, computer applications, word processing, data entry, basic accounting, and spreadsheets. Other essential topics include professional research and report writing, oral communications, critical thinking, and general psychology.
- Positions are available in doctors' offices, clinics, and hospitals. Additional employment opportunities can be found with insurance claims processors, medical laboratories, home healthcare agencies, health departments, and manufacturers of medical supplies and hospital equipment.
- Other positions a graduate would be qualified for include: bookkeeping, accounting and auditing clerks, receptionists and information clerks, human resources assistants, and medical records and health information technicians.

Course availability and scheduling is subject to change. Please contact the Career and College Advisor at your assigned high school.