

Medical Office Professional

Become qualified for jobs requiring medical terminology, and an Electronic Health Records certification. This pathway also prepares you to work in a medical billing capacity. Earning an AAS degree further develops your skills in medical office procedures and tasks, software applications, records management, and problem solving.

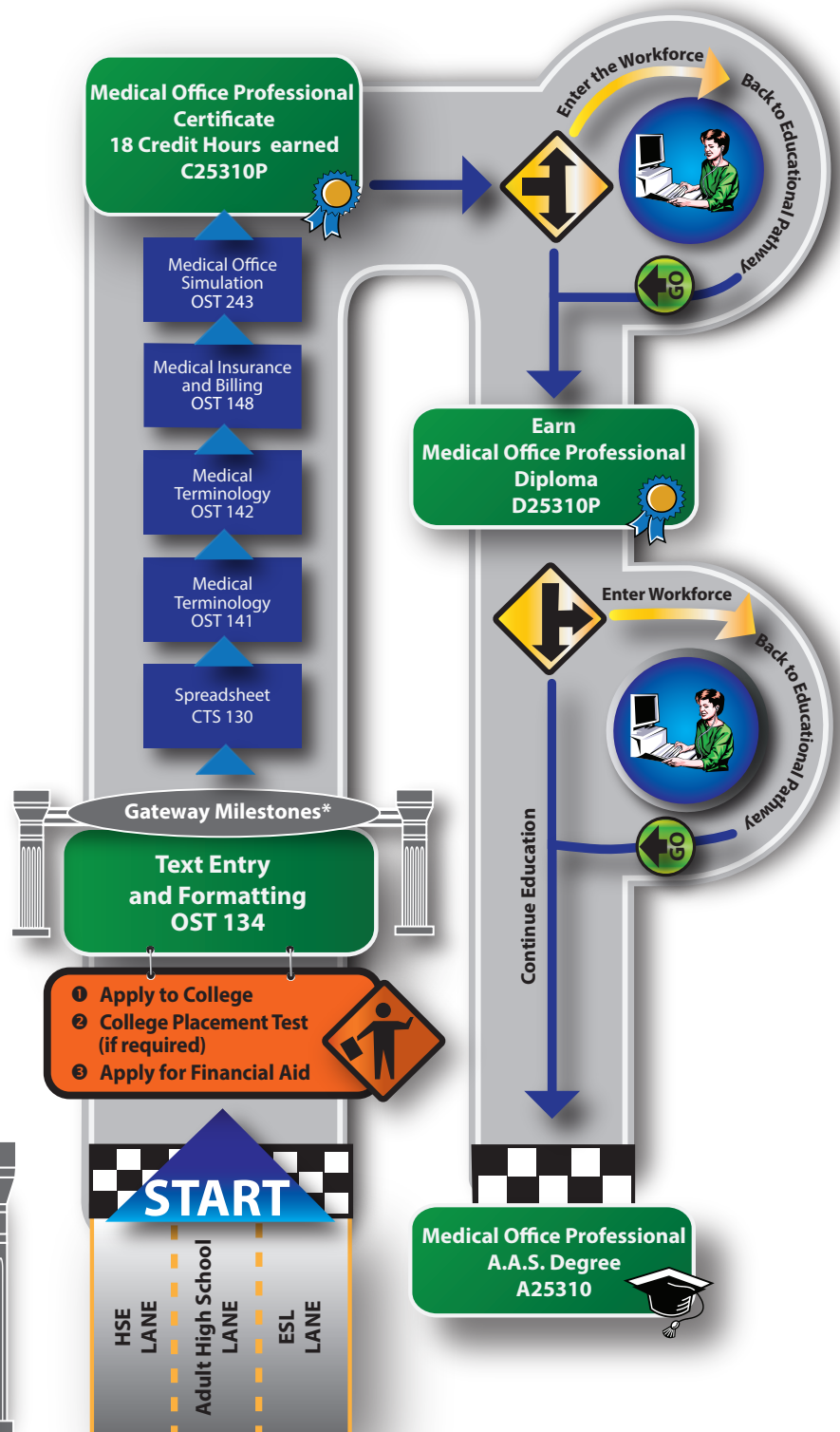
Types of Courses:

- Academic skill building
- Medical terminology
- Advanced computer skills
- Career readiness skills

How to Start:

Contact Wake Tech's College & Career Readiness Division:

- **Sue O'Neill**
919-334-1516
smoneill@waketech.edu
- **Dan Degen**
919-334-1564
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Medical Office Administration (A25310)
Certificate (Online)
Medical Office Professional (C25310P)
PROGRAM PLANNING GUIDE

Date Created: Fall 2017

*** This certificate will require the students to demonstrate that they are ready to enter a college level reading/English course - DRE 098 **

Courses taken more than 5 yrs ago may not receive transfer credit. Consult your advisor for details.

Curriculum By Semester

			Hours Per Week		Credits
			Class	Lab	
FALL 1					
OST	141	Med Office Terms I	3	0	3
OST	148	Medical Ins & Billing	3	0	3
OST	134	Text Entry & Formatting	2	2	3
SP 1					
OST	142	Med Office Terms II	3	0	3
CTS	130	Spreadsheet	2	2	3
OST	243	Med Office Simulation	2	2	3

GRADUATION REQUIREMENT

Credit Hours 18