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.
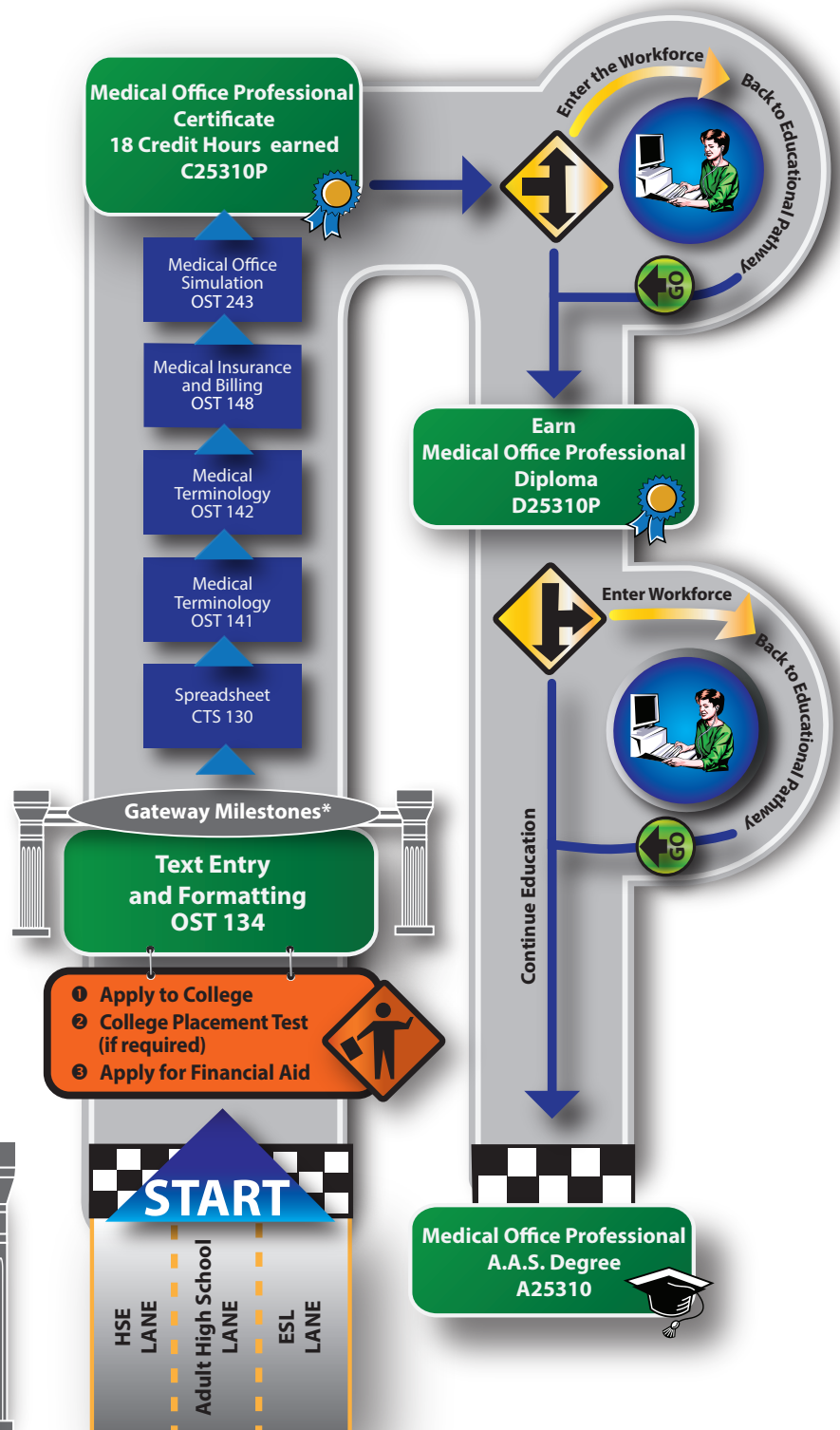
Types of Courses:

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

How to Start:

Contact the College and Career Readiness CONNECT team:

ccrconnect@waketech.edu

Medical Office Professional Certificate
18 Credit Hours earned
C25310P

Medical Office Simulation
OST 243

Medical Insurance and Billing
OST 148

Medical Terminology
OST 142

Medical Terminology
OST 141

Spreadsheet
CTS 130

Enter the Workforce

Back to Educational Pathway

GO

Earn Medical Office Professional Diploma
D25310P

Enter Workforce

Back to Educational Pathway

GO

Continue Education

Gateway Milestones*

Text Entry and Formatting
OST 134

❶ Apply to College
❷ College Placement Test (if required)
❸ Apply for Financial Aid

START

HSE LANE

Adult High School LANE

ESL LANE

Medical Office Professional
A.A.S. Degree
A25310

* Gateway Milestones

REQUIRED WORKSHOPS

- College Application /Financial Aid
- College Placement Test (if required)

Complete

High School Equivalency Tests **or** Earn High School Diploma

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CONNECT

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.

					Hours Per Week		
Curriculum By Semester					Class	Lab	Credits
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**