

CTE PATHWAY: Medical Office Administration (C25310HS)



Career & College Promise (CCP)

CCP provides opportunities for eligible NC high school students to take **TUITION-FREE**, college courses for dual credit (some students may have to pay for textbooks and materials). Taking CCP courses accelerates completion of college certificates, diplomas, applied associate degrees that provide entry-level job skills, and associate degrees that lead to transfer within the UNC System of 4-year colleges and universities and many private institutions.

General Admission Requirements

- College CCP Application
- High School Transcript
- Verification Form

Medical Office Administration Pathway

Eligibility Requirements

- High School Junior or Senior
- Unweighted GPA of 2.8 or higher, **OR**, demonstrate college readiness in English, reading and math on approved assessments.
- If GPA is below 2.8, principles/designees can waive the GPA and provide rationale for waiver.



About the Medical Office Administration Pathway:

This pathway is a portion of the Associate of Applied Science Medical Office Administration Degree. These courses prepare students to be employed in health care-related offices to manage an office setting that includes administrative and support functions in a medical environment.

Median Annual Wage for NC Medical Secretaries and Admin Assistants \$37,640

NCCareers.org

You will learn:

- Medical terminology, billing, and insurance
- Legal, moral, ethical issues in healthcare services

Possible Job Titles:

- Medical Billing Specialist, Insurance verification specialist
- Unit Secretaries
- Medical Office Secretary, Receptionist
- Front Desk Check In/Out

Possible Employment Opportunities:

- Medical and dental offices
- Hospitals and laboratories
- Insurance or medical supply companies

Medical Office Administration Certificate				
Sem	Title	Class	Lab	Credit
FA	OST 141 Med Office Terms I	3	0	3
SP	OST 142 Med Office Terms II (Pre-Req OST 141)	3	0	3
FA	OST 148 Med Insurance and Billing	3	0	3
SP/SU	OST 149 Medical Legal Issues	3	0	3
Total Semester Hours Credit for Certificate				12

For more information, contact: Trish Holsten, Secondary Partnerships Director
(252) 246-1250 • pholsten@wilsoncc.edu • www.wilsoncc.edu/ccp
wilsoncc.edu | (252) 291-1195 | 902 Herring Avenue, P.O. Box 4305 Wilson, NC 27893

High School (electives)

High School

COMPLETE GRAD REQ:

- English (4), Math (4), Social Studies, Science (3), Health/PE, electives

SUGGESTED HS ELECTIVES:

- Health Science I & II
- CCP electives

CCP Dual Enrollment (college/HS concurrently)

WCC Medical Office Admin Pathway

CCP JR YR SUGGESTED:

- OST 141 Med Office Terms I
- OST 142 Med Office Terms II

CCP SR YR SUGGESTED:

- OST 148 Med Insurance and Billing
- OST 149 Medical Legal Issues

After High School (post-graduation)

WCC Medical Office Admin AAS Degree

(Med Billing and Coding)

GENERAL ED

- English, Math, Psychology, Critical Thinking

MED OFFICE CLASSES:

- Keyboarding
- Word Processing
- Procedure Coding
- Diagnostic Coding
- Office Editing
- Electronic Health Records
- Med Office Procedures
- Medical Auditing
- Med Coding and Cert. Prep
- Med Office Admin Capstone
- World of Work
- Major Electives

ADDITIONAL REQ CLASSES:

- College Student Success
- Intro to Computers

