

Individual Graduation Plan
C25310 – Medical Office Administration
 Fall 2017

Student Name: _____ Student No: _____

The Medical Office Administration certificate is designed to provide the student with a concentrated course of study in the field of medical office administration. Upon completion of the required courses, a certificate is awarded by the College. Courses for the certificate may be applied toward the Associate in Applied Science Degree – Medical Office Administration.

Curriculum Program Requirements

Year	Semester	Grade	Course Number and Title	Hrs	Prerequisites	Corequisites
1st Semester						
			OST 148	Med Ins & Billing	3	
			_____	Medical Terminology Choice (Choose from OST 141 or MED 121)	3	
			_____	Medical Terminology Choice (Choose from OST 142 or MED 122)	3	Varies
2nd Semester						
			OST 247	Procedures Coding	3	
3rd Semester						
			OST 248	Diagnostic Coding	3	MED 121 or OST 141
			OST 249	Med Coding Certification Prep	3	OST 247 and OST 248
TOTAL PROGRAM HOURS REQUIRED =				18		
Total Developmental Hours Required * =						
Total Hours Required =						

Notes:

_____ <i>Student Signature</i>	_____ <i>Date</i>
_____ <i>Advisor/Counselor Signature</i>	_____ <i>Date</i>