



Business  
Technologies

# MEDICAL OFFICE ADMINISTRATION

## ABOUT THE PROGRAM

In today's healthcare administration environment, medical office professionals must exhibit the necessary skills and knowledge to be successful. The courses required in Medical Office Administration programs will prepare you for entry-level positions in the healthcare administration field. You will learn computer skills, medical terminology, medical coding and billing, medical records, laws and ethics, and other professional skills needed in the healthcare and administration industries.



## Possible Employment In Industry

Medical Records Clerk  
Medical Coder  
Patient Coordinator



## Top Employers In Region

Local Physician Practices  
Local Hospitals  
Insurance Companies



## Occupational Statistics

MEDIAN SALARY:

\$40,810 annually  
(Medical Coder, from NC OES)



## CCCC Career Community

Students interested in Business Technologies tend to be analytical, organized, and work well with others and in teams. Graduates find jobs in a wide variety of fields, including law firms, medical offices, financial institutions, management, government, and not-for-profit organizations.

R I A S E C



CENTRAL CAROLINA  
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## Degrees

Associate in Applied Science in Medical Office Administration (A25310; Lee Main Campus - Day, Harnett Main Campus - Day; Selected Distance Courses) Five Semesters (Summer Included)



## Diplomas

Diploma in Medical Office Administration (D25310; Lee Main Campus - Day, Harnett Main Campus - Day; Selected Distance Courses) Three Semesters (Summer Included)



## Certificates

Medical Office Insurance Coding (C25310IC; LMC - Day, HMC - Day; Distance Education); Short term: EHR, Billing



## Transfer Options

Contact the program lead to discuss transfer options further.



## Additional Program Costs

None



## State Licensure/Exams/ Industry Certifications

Certified Professional Coder (CPC)



## Additional Admissions Process

None



## Skills In Demand For Program And Industry

Communication Skills, Strong Work Ethic, Computer Literacy, Medical Terminology, Time Management, and Attention to Detail



## Work-Based Learning Information

A work based learning experience is a required part of this curriculum program. In many instances, this work experience is helpful in seeking employment.



To find all program planning guides, contact information, and more, scan the QR code or visit [www.cccc.edu/programs](http://www.cccc.edu/programs)