

# SAMPSON COMMUNITY COLLEGE

## MEDICAL OFFICE ADMINISTRATION

### BUSINESS & TECHNOLOGY PROGRAMS

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, medical supply companies, and other healthcare related organizations. Upon graduation students may be eligible to sit for industry recognized certification exams.



**BENITA HAYES,**

Department Chair  
Office Administration Programs

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**BEGIN HERE**  
*go anywhere*

910.592.8081 | [sampsoncc.edu](http://sampsoncc.edu)



		Program Checklist						
		Program Title: Medical Office Administration						
		Effective Date: Fall 2023						
		Student Name:				Student ID:		
<b>CoDE Transition Courses:</b>		<b>Grade</b>						
ENG 002	Transition English							
MAT 003	Transition Math							
Course Prefix	Course Title	Credit Hours	Degree (A25310)	Diploma (D25310)	Medical Admin. Spec (C25310MA)	Medical Coding (C25310MC)	Medical Office HS (C25310HS)	Grade
<b>Fall Semester I</b>								
ACA 122	College Transfer Success	1	X	X				
OST 141	Medical Office Terms I	3	X	X	X	X	X	
OST 142	Medical Office Terms II	3	X	X	X	X	X	
OST 148	Medical Insurance & Billing	3	X	X	X	X	X	
Communications: Choose one: COM-110, COM-120, COM-231, ENG-111, ENG-112, ENG-114		3	X	X				
<b>Total Credit Hours</b>			13	13	9	9	9	
<b>Spring Semester I</b>								
OST 247	Procedure Coding	3	X			X		
OST 248	Diagnostic Coding	3	X			X		
OST 181	Office Procedures	3	X		X			
Program Elective		2	X		OST 132			
Program Elective		2	X	X				
Natural Sciences/Math: Choose one: BIO-111, BIO-140, BIO-168, CHM-151, MAT-110, MAT-143, MAT-152, MAT-171		3-4	X					
<b>Total Credit Hours</b>			16-17	3	5	6	0	
<b>Summer Semester I</b>								
OST 136	Word Processing	3	X	X				
OST 137	Office Applications I	3	X	X				
<b>Total Credit Hours</b>			6	6	0	0	0	
<b>Fall Semester II</b>								
OST 164	Office Editing	3	X	X				
OST 280	Electronic Health Records	3	X	X				
Program Elective		3	X					
Program Elective		3	X					
Communications: Choose one: COM-110, COM-120, COM-231, ENG-111, ENG-112, ENG-114		3	X	X				
Social/Behavioral Sciences: Choose one: ECO-251, ECO-252, HIS-111, HIS-112, HIS-121, HIS-131, HIS-132, POL-120, PSY-150, SOC-210, SOC-220, SOC-225		3	X					
<b>Total Credit Hours</b>			18	9	0	0	0	
<b>Spring Semester II</b>								
OST 149	Medical Legal Issues	3	X	X	X		X	
OST 288	Med. Office Adm Capstone	3	X	X				
Program Elective		3	X					
Humanities/Fine Arts: Choose one: ART-111, ART-114, ART-115, DRA-111, DRA-115, ENG-231, ENG-232, ENG-241, ENG-242, HUM-115, MUS-110, MUS-112, PHI-240, REL-110, REL-211, REL-212, REL-221		3	X					
<b>Total Credit Hours</b>			12	6	3	0	3	
<b>Dates Awarded:</b>								
<b>Total Credits:</b>			65-66	37	17	15	12	

**Program Electives:** (Choose 13 credits from prefixes: ACC, BUS, CIS, CSV, CTS, DBA, OST, SPA-111, WBL)



Complete SCC  
Application &  
FAFSA



Meet with an  
advisor



Register and pay  
for classes

#### Admissions:

910.900.4319 | [admissions@sampsoncc.edu](mailto:admissions@sampsoncc.edu)

#### Financial Aid:

910.900.4320 | [finaid@sampsoncc.edu](mailto:finaid@sampsoncc.edu)

#### Academic Success Center:

910.900.4309

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Sampson Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree. Sampson Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Sampson Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

The Board of Trustees and the Administration of Sampson Community College (SCC) are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, SCC does not practice or condone discrimination in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability, or political affiliation. SCC commits itself to positive action to secure equal opportunity regardless of those characteristics.