

MEDICAL OFFICE ADMINISTRATION
MEDICAL CODING
 and **BILLING** AAS degree



Become a key part of medical office operations by pursuing the Associate in Applied Science degree in Medical Coding and Billing. The medical field is ever-growing and jobs in medical billing and coding are expected to increase more than 15 percent over the next 10 years¹. This degree prepares students to perform medical diagnostic and procedural coding in outpatient, ambulatory and long-term healthcare settings.

¹Projections taken from 2017 U.S. Bureau of Labor's Occupational Outlook Handbook.

Student degree plan is based on a full-time schedule.

Bold indicates prerequisite required.

*Student must complete three credits of Math Elective from the list shown on their personal program evaluation.

**Student must complete three credits of Humanities/Fine Arts Elective from the list shown on their personal program evaluation.

***Student must complete two credits of Technical Electives from the list shown on their personal program evaluation.

****Student must complete three credits of Behavioral/Social Science Elective from the list shown on their personal program evaluation.

All information is subject to change without notice. Each student should check their personal program evaluation through MyCollege for specific required course information.

For more information, call 704.330.2722, ext. 3441
 or visit cpcc.edu/office_systems.

FIRST YEAR COURSE LOAD				
COURSE NUMBER	COURSE TITLE	CLASS HOURS	LAB HOURS	CREDITS
ACC110	Ten-Key Skills	0	2	1
BIO161	Introduction to Human Biology	3	0	3
ENG111	Writing and Inquiry	3	0	3
OST131	Keyboarding	1	2	2
OST141	Medical Office Terminology I	3	0	3
OST286	Professional Development	3	0	3
Total Credit Hours				15
ENG112 or ENG113 or ENG114	Writing and Research in the Discipline or Literature-Based Research or Professional Research and Reporting	3	0	3
OST134	Text Entry and Formatting	2	2	3
OST136	Word Processing	2	2	3
OST142	Medical Office Terminology II	3	0	3
OST184	Records Management	2	2	3
Total Credit Hours				15

SECOND YEAR COURSE LOAD				
COURSE NUMBER	COURSE TITLE	CLASS HOURS	LAB HOURS	CREDITS
CIS110 or OST137	Introduction to Computers or Office Software Applications I	2	2	3
OST148	Medical Insurance and Billing	3	0	3
OST149	Medical Legal Issues	3	0	3
OST164	Office Editing	3	0	3
MAT	Math Elective*	2	2	3
Total Credit Hours				15
COM110 or COM231	Introduction to Communication or Public Speaking	3	0	3
OST247	Procedure Coding	2	2	3
OST248	Diagnostic Coding	2	2	3
ART, HUM, MUS, PHI or REL	Humanities/Fine Arts Elective**	3	0	3
Total Credit Hours				12
OST138	Advanced Office Application	2	2	3
OST249	Medical Coding Certification Prep	2	3	3
OST250	Long Term Care Coding	2	2	3
OST289	Office Administration Capstone	2	2	3
ACA, CTS, OST or WBL	Technical Elective***	0	0	2
ECO, HIS, POL, PSY or SOC	Behavioral/Social Science Elective****	3	0	3
Total Credit Hours				17
Total Degree Hours				74

MEDICAL PROCEDURAL and DIAGNOSTIC CODING

Certificate



FIRST SEMESTER				
COURSE NUMBER	COURSE TITLE	CLASS HOURS	LAB HOURS	CREDITS
OST141	Medical Office Terminology I	3	0	3
OST148	Medical Insurance and Billing	3	0	3
Total Credit Hours				6

SECOND SEMESTER				
COURSE NUMBER	COURSE TITLE	CLASS HOURS	LAB HOURS	CREDITS
OST142	Medical Office Terminology II	3	0	3
OST247	Procedure Coding	2	2	3
OST248	Diagnostic Coding	2	2	3
Total Credit Hours				9

THIRD SEMESTER				
COURSE NUMBER	COURSE TITLE	CLASS HOURS	LAB HOURS	CREDITS
OST249	Medical Coding Certification Prep	2	3	3
Total Credit Hours				3
Total Certificate Credit Hours				18

All information is subject to change without notice. Each student should check their personal program evaluation through MyCollege for specific required course information.

Earn your Medical Procedural and Diagnostic Coding Certificate at Central Piedmont Community College. This certificate prepares you to perform medical procedural and diagnostic coding in an outpatient or ambulatory healthcare setting, and it can be a helpful course of study to prepare you for the Certified Professional Coder – Apprenticeship (CPC-A) certification exam. In addition, the courses for this certificate can be applied toward the AAS degree in Medical Office Administration or Medical Office Administration – Coding and Billing.

For more information, contact the Office Administration department of the Professional Careers Division at Central Piedmont Community College by calling 704.330.2722, ext. 3441 or visiting cpcc.edu/office_systems.