

ADMINISTRATIVE ASSISTANT - MEDICAL CODING

The medical coding diploma consists of 33 credit hours of instruction to prepare students for entry level employment in a medical coding option. The course work from this diploma can easily be transferred into the Health Information Management two-year degree that is articulated with Central Community College.

Required Program of Study for Diploma

First Semester

Course	Credits
OFFT 1710 Introduction to Anatomy.....	3
OFFT 1730 Medical Terminology.....	3
OFFT 1500 Microsoft Office.....	3
BSAD 2540 Principles of Management.....	3
BSAD 2050 Business Communications.....	3
	15

Second Semester

OFFT 1740 Advanced Medical Terminology.....	3
OFFT 1860 Medical Office Practicum.....	3
OFFT 2010 ICD-9 Coding.....	3
OFFT 2020 CPT Coding.....	3
NURS 1220 Structures and Functions of the Human Body.....	3
NURS 1400 Disease Conditions.....	3
	18

Total Credit Hours	33
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