

**Program****MEDICAL OFFICE ADMINISTRATION**

- *Associate in Applied Science (AAS), Certificate Program*
- *Certificate in Medical Receptionist, Certificate in Outpatient Coding*
- *AAS Day Program:* 5 semesters, including 1 summer term
- *AAS Evening Program:* 8 semesters, including 2 summer terms
- *Admission Cycle:* Every semester
- *Maximum Number Admitted Annually: Open*

**Career Description**

Medical Office Administration professionals focus on office procedures in an outpatient medical facility. Administrative duties include handling telephone calls, maintaining medical records, scheduling appointments, medical transcription, and ICD-9/CPT coding.

**Careers Available**

Employment opportunities are available in medical and dental office, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

**Entry-Level Salary**

\$18,000 – 21,000/yr.

**Course of Study**

Course work includes medical terminology, information systems, office management, medical coding, billing and insurance, legal and ethical issues, and formatting and word processing.

**Recommended Courses and Skills**

Excellent written and oral communication skills. Business/Office high school courses a plus.

**Helpful Personal Attributes**

Accuracy (ability to pay close attention to detail), maturity (ability to respect patient confidentiality), good interpersonal skills (ability to deal with upset or angry patients), team player (ability to work with entire office staff to ensure patient care), high moral and ethical standards and professionalism (ability to project a positive self-image).

**Program Contact**

If you would like additional information about the Medical Office Administration Program, contact Cindy Nivens, Program Coordinator, at 336.757.3258 or [cnivens@forsythtech.edu](mailto:cnivens@forsythtech.edu).

**How To Get Started**

Apply online at [www.forsythtech.edu](http://www.forsythtech.edu). You may also request an application by calling 336.734.7253, or pick up an application at the Admissions Office, 123 Allman Center on the Forsyth Tech Main Campus, 2100 Silas Creek Parkway in Winston-Salem.