

Medical Office Management Technology



Inside

[Admission Requirements](#)

[Course of Study](#)

[Certificate](#)

Contact

Richard Coughlin, Ph.D.
Program Coordinator
rcoughli@meridiancc.edu
601-484-8834

Division of Business

MERIDIAN
COMMUNITY COLLEGE

Admission Requirements

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each MOMET; ENG; A & P and A & P Lab course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 60 or higher on the Arithmetic Section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124);

Or

Complete 15 semester hours of program general education coursework with a "C" average or above at an accredited college or university. Developmental coursework does not satisfy this requirement.

Course of Study

FIRST YEAR

First Semester		Hours
BOT 1233	Microsoft Word I	3
BOT 1273	Introduction to Microsoft Office	3
BOT 1313	Applied Business Math	3
BOT 1613	Medical Terminology I	3
BOT 1763	Communication Essentials	3
Semester Hours		15

Second Semester

*BOT 1243	Microsoft Word II	3
BOT 1433	Business Accounting	3
*BOT 1623	Medical Terminology II	3
BOT 2743	Medical Office Concepts	3
BIO 2513/2511	Anatomy & Physiology I w/Lab	4
Semester Hours		16

SECOND YEAR

First Semester

BOT 2643	CPT Coding	3
BOT 2653	ICD Coding	3
BOT 2763	Electronic Health Records	3
ENG 1113	English Comp I	3
SPT 1113	Public Speaking I	3
Semester Hours		15

Second Semester

BOT 2673	Medical Insurance Billing	3
BOT 2723	Administrative Office Procedures	3
BOT 2753	Medical Information Management 3	3
	Humanities/Fine Arts Elective	3
	Social/Behavioral Science Elective	3
Semester Hours		15
Total Semester Hours		61

* Prerequisite required for this course.

A student who has earned a degree in Business and Office Management Technology and plans to pursue a degree in Medical Office Management Technology must complete all required courses within five years of receiving their BOMT-AAS degree.

Course of Study

Certificate

FIRST YEAR

First Semester		Hours
BOT 1233	Microsoft Word I	3
BOT 1273	Introduction to Microsoft Office	3
BOT 1313	Applied Business Math	3
BOT 1613	Medical Terminology I	3
BOT 1763	Communication Essentials	3
Semester Hours		15

Second Semester

*BOT 1243	Microsoft Word II	3
BOT 1433	Business Accounting	3
*BOT 1623	Medical Terminology II	3
BOT 2743	Medical Office Concepts	3
BOT 2763	Electronic Health Records	3
Semester Hours		15

Career Certificate Exit Point

SECOND YEAR

First Semester

BOT 2643	CPT Coding	3
BOT 2653	ICD Coding	3
BOT 2673	Medical Insurance Billing	3
BOT 2723	Administrative Office Procedures	3
BOT 2753	Medical Information Management	3
Semester Hours		15

Total Semester Hours 45

Technical Certificate Exit Point

*Prerequisite required for this course.