



# Medical Office Technician

## Diploma Program

2011-2012

This program is designed to offer training in many different concentrations of the medical profession. The term Medical Office Technician is an overall category including Front Office Technician and Reimbursement Technician. Admission to MOT requires a composite score of 50 with a Wonderlic score of 14 or above. With a Wonderlic score of 14-19, the reading score must be 4 or better. A candidate can be accepted regardless of the reading score if the Composite is 50 or higher and the Wonderlic score is 20 or higher. Students are asked to declare their specialization the second enrolled quarter with their advisor.

### Program Objectives:

Upon completion of this program the graduate will be able to:

1. use key medical terms
2. demonstrate knowledge of basic anatomy and disease to situations
3. describe ethical and legal issues related to healthcare
4. perform duties specific to desired concentration
5. demonstrate correct grammar, spelling and computational math skills
6. define professionalism

### Graduation Requirements:

A grade of "C" or better must be achieved in all coursework and competencies to be eligible to graduate. Front Office Technicians must pass with 35 wpm and five or fewer errors.

<b>Major:</b>		<b>Quarter Hours:</b>
AH	110 Medical Terminology	4
AH	120 Human Anatomy and Disease	4
AH	185 Legal and Ethical Issues in Healthcare	4
BUS	201 Professional Development	4
CIS	114 Computer Usage and Software Applications	4
ENG	100 Basic English Skills	
	-or-	4
ENG	116 Composition	
HUM	110 Human Potential	4
MAT	101 Fundamentals of Mathematics	
	-or-	4
ACC	100 Modern Office Accounting	
	<b>Total Hours</b>	<b>32</b>

Choose 1 of the following options:

**Front Office Technician:** provides education to successfully perform duties in the front office of a physician, ophthalmologist, chiropractor, or podiatrist. Entry level duties may include answering the phone, taking money, making appointments, pulling records. Most facilities require a criminal background check and/or bonding. Expenses (approximately \$125) for AH145 will include physical, immunization, TB test, uniform and stethoscope.

<b>Front Office Technician Concentration:</b>		<b>Quarter Hours:</b>
AH	140 Medical Office Procedures I	4
AH	145 Clinical Procedures I	4
AP	207 Administrative Office Procedures	4
KEY	109 Keyboarding Applications	4
	<b>Total Hours</b>	<b>16</b>

**Medical Reimbursement Technician:** focuses on outpatient billing for clinics, individual physicians, podiatrists, animal clinics and chiropractors. Hospitals have entry level positions in insurance and billing where collection of reimbursement information is needed. The practicum is done on campus.

<b>Medical Reimbursement Specialist Concentration:</b>		<b>Quarter Hours:</b>
AH	140 Medical Office Procedures I	4
AH	200 Medical Office Procedures III	4
AH	220 Medical Office Procedures IV	4
AH	230 Practicum for Reimbursement	4
	<b>Total Hours</b>	<b>16</b>

**Total Hours Required for Diploma** **48**



**Medical Office Technician, Diploma Program**

Award Year:	2009-2010
OPEID #:	004568
CIP Code:	51.0710
Credential Level:	01 Undergraduate Certificate

**Occupations Related to this program**

<b>Job Title:</b>	<b>SOC Code:</b>
<a href="#">Medical Assistants</a>	<a href="#">31-9092.00</a>
<a href="#">Medical Secretaries</a>	<a href="#">43-6013.00</a>

**Estimated Program Costs**

Tuition & fees:	\$16,945.00 (Medical Reimbursement Concentration) \$17,015.00 (Medical Office/Pharmacy Technician Concentration)
Books & supplies:	\$1,400.00
Room & board:	not applicable
Other:	\$0.00

Percent of graduates who completed program on time\*: not reported

Job placement rate: 100%

**Median Loan Debt\***

Title IV loan debt:	not reported
Private Educational loan debt:	not reported
Institutional Financed debt:	not reported

\* Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.