MEDICAL OFFICE TECHNICIAN

Diploma Program

This program is designed to offer training in the medical reception profession with titles such as a Medical Office Technician or Front Office Technician. Graduates of this program will be able to successfully perform duties in the front office of a physician, ophthalmologist, chiropractor, or veterinarian offices etc. This program includes training that will enable graduates to facilitate flow through facilities and maintain calm and efficient environments. Graduates will be prepared to perform entry-level duties that include answering the phone, taking payments, making appointments, and pulling records. Program curriculum will also cover customer service skills, business communication, accounting basics, keyboarding, computer usage abilities, and an overall focus on basic medical knowledge.

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. demonstrate correct grammar, spelling and computational math skills.
5. define professionalism.

Admission Requirements:

All candidates for admission must pass the College’s entrance examination requirements. Students are required to pay for an Illinois State Police background check. AH150 and AH125 require business casual attire or white pants, lab coat, and solid-colored scrub top.

Graduation Requirements:

A grade of “C” or better must be achieved in all courses and competencies to be eligible to graduate. Medical Office Technicians must demonstrate a proficiency of 35 wpm with five or fewer errors.

<table>
<thead>
<tr>
<th>Major</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC101 Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>AH125 Basic Principles of Medical Assisting</td>
<td>4</td>
</tr>
<tr>
<td>AH150 Administrative Medical Assisting</td>
<td>4</td>
</tr>
<tr>
<td>BUS245 Customer Satisfaction Strategies</td>
<td>4</td>
</tr>
<tr>
<td>CIS114 Computer Usage and Software Applications</td>
<td>4</td>
</tr>
<tr>
<td>HI105 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>HI225 Healthcare Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>KEY109 Keyboarding Applications</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Hours</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG111 Business Communications</td>
<td>4</td>
</tr>
<tr>
<td>ENG116 Composition</td>
<td>4</td>
</tr>
<tr>
<td>HUM110 Human Potential</td>
<td>4</td>
</tr>
<tr>
<td>HUM201 Professional Development</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Hours</strong></td>
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</tbody>
</table>

**Total Hours Required for Diploma** 48
MEDICAL OFFICE TECHNICIAN

DIPLOMA PROGRAM

ED Gainful Employment Disclosure

Award Year 2015 - 2016
OPEID # 004568
CIP CODE 51.0710
Credential Level 01 Undergraduate Certificate
Normal Time to Complete 36 weeks
Programmatic Accreditation N/A
Licensure Requirements N/A

Occupations Related to this Program
Job Title: Medical Secretaries
SOC Code: 43-6013.00

On-Time Completion
Graduates who completed their program on-time 0%

Job Placement Rate and Earnings
Job seeking graduates employed in their field of study 50%
Program accreditation placement rate N/A
Typical graduate earnings $24,358

Estimated Program Costs
Tuition and fees $16,730
Books and supplies $1,700
Off-campus room and board $9,309

Median Loan Debt
Loan participation 75%
Typical graduate debt not reported
Typical monthly payment not reported

*Fewer than 10 students enrolled in this program. On-time completion, job placement rate, and median loan debt numbers may have been withheld to preserve the confidentiality of the students.

**The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Footnotes:
1. The share of students who completed the program within 100% of normal time (4 years).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a 6.8% interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some states require students to graduate from a state approved program in order to obtain a license to practice a profession in those states.
7. State Job Placement Rate:
   • Name of the state this placement rate is calculated for: Illinois
   • Follow the link below to find out who is included in the calculation of this rate: http://www.midstate.edu/programs/disclosures/information/placement.pdf
   • What types of jobs were these students placed in? Jobs within the field
   • Positions that recent completers were hired for include: HCA II
   • When were the former students employed? Within one year of completion
   • How were completers tracked? Graduate Career Services Exit Application & Individualized Career Assistance
8. Accreditor Job Placement Rate: N/A

I have read and acknowledge the information contained within this disclosure. Today’s Date: ________________________________

Student Name (please print): _____________________________ Student Signature: _____________________________