

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.

Major:	Quarter Hours:
ACC101 Financial Accounting I	4
AH125 Basic Principles of Medical Assisting	4
AH150 Administrative Medical Assisting	4
BUS245 Customer Satisfaction Strategies	4
CIS114 Computer Usage and Software Applications	4
HI105 Medical Terminology	4
HI225 Healthcare Law and Ethics	4
KEY109 Keyboarding Applications	4
Total Hours	32

General Education:	Quarter Hours:
ENG111 Business Communications	4
ENG116 Composition	4
HUM110 Human Potential	4
HUM201 Professional Development	4
Total Hours	16

Total Hours Required for Diploma **48**

Gainful Employment Disclosure: Medical Office Technician, Diploma Program

Important information about the educational debt, earnings, and completion rates of students who attended this program:
<https://www.midstate.edu/programs/disclosures/MOT>