

MEDICAL OFFICE SPECIALIST

Program Number: 31-160-3

Technical Diploma (1 year)

Campus: Fond du Lac

This program is eligible for financial aid (<http://www.morainepark.edu/financial-aid/>)

Become a medical office specialist in less than a year with a diploma from Moraine Park Technical College and prepare for a rewarding health care career.

About the Program

Medical office specialists are typically the first to greet patients as they walk in the door and play a crucial role in the patient experience.

Medical office specialists combine medical office skills with computer skills, understand the importance of patient confidentiality and have strong human relations skills necessary for working with patients.

Graduates of the Medical Office Specialist program may be eligible to write the Certified Medical Administrative Specialist (CMAS) exam offered by the American Medical Technologists (AMT).

The program is comprised of a progressive career ladder transitioning from two certificates (Administrative Medical Assistant (<https://catalog.morainepark.edu/programs/administrative-medical-assistant-certificate/>) and Medical Billing Specialist (<https://catalog.morainepark.edu/programs/medical-billing-specialist-certificate/>)) -> technical diploma (Medical Office Specialist (p. 1)) -> associate degree (Medical Office Management (<https://catalog.morainepark.edu/programs/medical-office-management-aas/>)).

What You'll Learn

The Medical Office Specialist program prepares students for entry-level work in the healthcare industry through a solid foundation in medical terminology, medical coding, customer service, ethics in a healthcare setting and human anatomy. MPTC students also gain hands-on experience using software and technology in a medical setting though maintaining patient charts and using electronic medical records.

Transfer Opportunities

Earn credits at MPTC and transfer to a four-year college to earn your bachelor's degree.

Visit the Transfer Opportunities (<https://www.morainepark.edu/academics/transfer-information/transfer-to-a-four-year-college/>) page for more information on credit transfer agreements between Moraine Park and four-year colleges, both public and private.

Admission Process

Standard Admissions (<http://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/>) steps details

This program also requires:

- Health Requirements
- Criminal Background Check

Credit for Prior Learning

Earn college credit outside the classroom through Moraine Park's Credit for Prior Learning (CPL) opportunities. Credit opportunities are available for:

- Previous college coursework from prior institutions
- Military training and experience
- Passing of MPTC or national exams
- Skills or knowledge developed on the job or through other life experiences

Visit MPTC's Credit for Prior Learning (<https://www.morainepark.edu/academics/transfer-information/credit-for-prior-learning/>) page for more information.

Approximate Costs

- \$141.00 per credit (resident)
- \$211.50 per credit (out-of-state resident)
- Online students are not charged out-of-state fees.
- Please refer to the MPTC Student Handbook (<http://www.morainepark.edu/studenthandbook/>) for additional enrollment fee information.

Financial Aid

Financial Aid is provided to aid eligible associate degree and technical diploma programs with 28 credits or more. Processing can take 6-8 weeks after a student's completed Free Application for Federal Student Aid (FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa/>)) is received. Visit the Financial Aid (<https://www.morainepark.edu/pay-for-college/financial-aid/>) page to learn more.

Course Requirements

Course	Title	Credits
Semester 1		
501-101	Medical Terminology	3
501-107	Digital Literacy for Healthcare	2
509-101	Medical Assistant Administrative Procedures	2
509-102	Human Body in Health and Disease	3
509-107	Medical Office Insurance and Finance	2
801-136	English Composition 1	3
890-101	College 101	2
Credits		17
Semester 2		
160-151	Specialized Insurance Claims	3
160-152	Electronic Patient Billing	3
160-154	Medical Office Administration	2
160-160	Medical Office Practicum	2
501-108	Pharmacology for Allied Health	2
509-109	Medical Law, Ethics and Professionalism	2
Credits		14
Total Credits		31

Additional Program Requirements

Students are required to complete certification for healthcare provider CPR. 106-160 Medical Office Practicum must be taken the last semester before graduation.

Program Outcomes

- Perform routine healthcare administrative procedures.
- Demonstrate effective workplace communications.
- Apply technology skills to business and administrative tasks.
- Maintain internal and external relationships.
- Model professionalism in a healthcare setting.

Pathways

- Medical Office Management Associate Degree (<https://catalog.morainepark.edu/programs/medical-office-management/>)
 - Medical Office Specialist Technical Diploma (p. 1)
 - Administrative Medical Assistant Certificate (<https://catalog.morainepark.edu/programs/administrative-medical-assistant-certificate/>)
 - Health Care Leadership Certificate (<https://catalog.morainepark.edu/programs/health-care-leadership-certificate/>)
 - Medical Billing Specialist Certificate (<https://catalog.morainepark.edu/programs/medical-billing-specialist-certificate/>)

Earn certificates, a technical diploma and associate degree along this pathway. Start with some courses for entry-level employment, and continue with additional courses for higher wages and job advancement.

Career Opportunities

- Medical Office Specialist
- Medical Office Specialist/Specialized Medicine
- Insurance Specialist
- Medical Billing Specialist
- Customer Service Representative
- Medical Receptionist
- Medical Research

Statewide Median Salary for Recent Graduates

\$28,441