

# Medical Office Specialist

Technical Diploma: 31-106-2  
Campus: Fond du Lac

## Description

Graduates of the Medical Office Specialist program find employment in individual physician's offices, clinics, outpatient clinics, health insurance companies, laboratories, medical supplies and equipment companies, nursing homes, skilled nursing facilities and public health departments.

Medical Office Specialists combine medical office skills with computer skills. Necessities for the field are strong ethical values and confidentiality standards. Strong human relations skills are important when dealing with the needs of patients on a daily basis.

Major skills learned in the program include:

- Medical Terminology
- Health Insurance/Coding
- Medical Ethics
- Customer Service
- Medical Billing Software
- Problem Solving
- Applications Software (Word, Access, Excel, PowerPoint)
- Medical Transcription of Medical Documents

High school courses helpful in preparing for the program are Medical Terminology, Anatomy, keyboarding, computer software and English.

## Program Outcomes

- Apply coding manual data to the billing process.
- Apply customer service skills.
- Compose medical correspondence.
- Develop a system to triage patients.
- Establish criteria for using medical reference sources.
- Identify body systems and diseases.
- Identify component parts of medical terms.
- Manage records storage and retrieval.
- Perform medical billing.
- Practice confidentiality and ethical standards.
- Prepare insurance claims.
- Research medically specific data.
- Transcribe medical documents.

## Career Opportunities

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

## Statewide Yearly Salary Range for Recent Graduates

\$20,800 - \$27,038

## Admission Process

- Submit the college admission application.
- Submit the \$30 one-time fee.
- Submit high school/other official college transcripts.
- Take the college placement assessment (ACCUPLACER, ACT or other).
- Meet with an admissions specialist to determine the best course sequencing and prerequisites (required for this program).
- Check with Admissions if any additional steps are required.



For additional information, visit  
**www.morainepark.edu**

**Beaver Dam**      **Fond du Lac**  
700 Gould Street      235 North National Avenue  
Beaver Dam, WI 53916-1994      Fond du Lac, WI 54935-2884

**920-924-3207**

**West Bend**      TTY 920-929-2109  
2151 North Main Street      1-800-472-4554  
West Bend, WI 53090-1598

Course Number	Course Title	Year	2009-2010					2010-2011			
			Ct.	S	F	W	P	S	F	W	P
<b>Core Courses</b>											
106-120	Document Processing	1									
106-151	Specialized Insurance Claims	2									
106-152	Electronic Patient Billing	2									
106-154	Medical Office Applications	3									
106-160	Medical Office Externship	2									
501-101	Medical Terminology	3									
501-104	Principles of Customer Service in Healthcare	2									
501-107	Introduction to Computing for Healthcare	2									
509-301	Medical Assistant Administrative Procedures	1									
509-302	Human Body in Health and Disease	3									
509-307	Medical Office Insurance and Finance	2									
509-309	Medical Law, Ethics and Professionalism	1									
<b>Technical Support Courses</b>											
106-138	Computer Essentials	2									
106-159	Advanced Microsoft Word	2									
809-198	Introduction to Psychology (or)	3									
809-199	Psychology of Human Relations										
<b>Total</b>		<b>31</b>									
<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;">Schedule a Course</div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;">Academic Planner</div>											
A Medical Office Specialist Exit Assessment is a graduation requirement for this program.											
Students will need to complete Basic Math Proficiency.											
<b>Institutional Requirements</b>											
890-125	Student Success - take 1st semester										
890-130	Career Development - take 2nd semester										

Semester Codes: S - Summer F - Fall W - Winter P - Spring

For course descriptions, please visit our Web site at [www.morainepark.edu](http://www.morainepark.edu).