



## Medical Office Specialist - Academic Planner

Technical Diploma: 31-106-2  
 Campus: Fond du Lac  
 Curriculum for 2013-2014

4/3/2013

Program Advisor: \_\_\_\_\_

Entrance Assessment Scores	ACT	Accuplacer
Assessment Areas		
English/Sentence Skills	16	76
Reading/Reading Comprehension	16	67
Math/Arithmetic	15	34

✓	Course		Hours / Week			Total		Prerequisites and/or Corequisites	Typically Offered			Comments		
	T/G	Subj	Num	Lec	Lab	Other	Hours		Credits	Fall	Spring		Summer	
<b>Term 1:</b>														
<b>New Program Students: Attend New Student Orientation and your Priority Registration Session</b>														
												Must register in a Student Success Center (SSC). FDL - 920-924-6383; BD - 920-887-4402; WB - 262-335-5783.		
	T	501	101				3						x x x	
	T	501	107				1	2					x x x	
	T	509	301				4						x x	
	T	509	302				6						x x	
	T	509	307				4						x x	
	G	801	136				3						x x x	
			890	101			2						x x x	**Institutional Requirement
														<b>Total 1st Term Credits</b>
														<b>17</b>

Term 2:										S	F	SP
<b>Apply for Graduation (which includes a \$30 graduation fee)</b>												
T	106	151	Specialized Insurance Claims	2	2		72	3	Completion of or concurrent enrollment in 509-307 Medical Office Insurance and Finance	x	x	
T	106	152	Electronic Patient Billing	2	2		72	3	Completion of or concurrent enrollment in 509-307 Medical Office Insurance and Finance	x	x	
T	106	154	Medical Office Applications	3	2		90	4	509-301 Medical Assistant Administrative Proced	x	x	
T	106	160	Medical Office Practicum*	1	5		90	2	Completion of or concurrent enrollment in 106-154 Medical Office Applications	x	x	Students must be eligible for graduation the semester they enroll in the Practicum. Healthcare Provider CPR and First Aid, proof of immunizations, and caregiver background check must be completed prior to Medical Office Externship
T	501	108	Pharmacology for Allied Health	2			36	2	Completion of or concurrent enrollment in 501-101 Medical Terminology and 509-302 Human Body in Health and Disease	x	x	
T	509	309	Medical Law, Ethics and Professionalism	4			72	2		x	x	

Total 2nd Term Credits										16		
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Total Program Credits and Institutional Requirements										33		
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**\*\*The credits for 890-101 College 101 are Institutional Requirements for graduation. Consequently, they are not part of the program credit requirements.**

**\*Medical Office Practicum (106-160) is the exit assessment graduation requirement for the program.**

T/G: T - Technical Studies course; G - General Studies course

Semester Codes: S-Summer; F-Fall; SP-Spring;

Curriculum and program acceptance requirements are subject to change.

If Student Success Center or General College courses (ie: 831-103 Intro to College Writing, 838-104 Intro to College Reading, 834-109 Pre-Algebra) are required based on college placement; or if the student elects part-time enrollment, the time required to complete the program will increase.

For a complete list of course descriptions for this program, please consult the College Catalog at <http://www.morainepark.edu/MPTCCatalog>