

Medical Office Specialist - Academic Planner

Technical Diploma: 31-106-2

Campus: Fond du Lac

Curriculum for 2015-2016

12/1/2014

Program Advisor: _____

✓	Course		Title	Hours / Week			Total		Prerequisites and/or Corequisites	Typically Offered			Comments
	T/G	Subj Num		Lec	Lab	Other	Hours	Credits		S	F	SP	
Term 1:													
New Program Students: Attend New Student Orientation and your Priority Registration Session													
			Basic Math Proficiency									Must register in a Student Success Center (SSC). FDL - 920-924-6383; BD - 920-887-4402; WB - 262-335-5783.	
	T	501 101	Medical Terminology	3			54	3			x	x	x
	T	501 107	Introduction to Healthcare Computing	1	2		54	2			x	x	x
	T	509 101	Medical Assistant Administrative Procedures	1	2		54	2	Completion of or concurrent enrollment in 501-107 Introduction to Healthcare Computing		x	x	
	T	509 102	Human Body in Health and Disease	2	2		72	3	Completion or concurrent enrollment in 501-101 Medical Terminology		x	x	
	T	509 107	Medical Office Insurance and Finance	1	2		54	2	Completion of or concurrent enrollment in 501-101 Medical Terminology; 501-107 Introduction to Healthcare Computing; 509-102 Human Body in Health and Disease		x	x	
	G	801 136	English Composition 1	3			54	3			x	x	x
		890 101	**College 101	2			36	2			x	x	x
			Total 1st Term Credits					17					
Term 2:													
Apply for Graduation when completing Term 2 registration.													
	T	106 151	Specialized Insurance Claims	2	2		72	3	Completion of or concurrent enrollment in 509-107 Medical Office Insurance and Finance		x	x	
	T	106 152	Electronic Patient Billing	2	2		72	3	Completion of or concurrent enrollment in 509-107 Medical Office Insurance and Finance		x	x	
	T	106 154	Medical Office Administration	3	2		90	4	509-101 Medical Assistant Administrative Procedures		x	x	
	T	106 160	Medical Office Practicum*	1		216	234	2	Completion of or concurrent enrollment in 106-154 Medical Office Administration		x	x	Students must be eligible for graduation the semester they enroll in the Practicum. Healthcare Provider CPR and First Aid, health requirements, criminal background check must be completed prior to Medical Office Practicum
	G	501 108	Pharmacology for Allied Health	2			36	2	Completion of or concurrent enrollment in 501-101 Medical Terminology; 509-102 Human Body in Health and Disease		x	x	x
	T	509 109	Medical Law, Ethics and Professionalism	1	2		54	2			x	x	
			Total 2nd Term Credits					16					
			Total Program Credits and Institutional Requirements					33					
			**The credits for 890-101 College 101 are Institutional Requirements for graduation. Consequently, they are not part of the program credit requirements.										
			*106-160 Medical Office Practicum 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 Introduction to College Writing, 838-105 Introduction to Reading and Study Skills, 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>