MEDICAL OFFICE TECHNOLOGY

PROGRAM **DESCRIPTION**

WCCC offers a **Medical Office Technology (MOT) Certificate program**. With the medical industry's climate changing almost daily, the demand for office professionals trained in healthcare is growing. The MOT program prepares students to become professionally dedicated to assisting in patient care and proficient in a number of skills. The MOT professional greets patients, schedules appointments, maintains medical records, bills patients and insurance companies for office visits and treatments, and may assist physicians with reports and articles. Office professionals in medicine have the opportunity to work in a variety of settings. Medical professionals are necessary to the smooth operation of physician's offices, clinics, and other health care facilities.

Career **OPPORTUNITIES**

Career options include: office manager, office assistant, medical secretary, transcriptionist, coder/abstractor, unit secretary, patient registration, receptionist, billing manager, billing clerk, or medical records clerk

PROGRAM **OUTCOMES**

1. Demonstrate understanding of commonly used medical terms that are encountered in physical exams, medical correspondence, x-ray and pathological reports. Evaluate and perform medical office procedures including specialties of medical transcription.
2. Take specialized clerical positions in medical administration, including records management, billing, and insurance claims.
3. Utilize word processing and accounting applications.
4. Demonstrate professional conduct and interpersonal communication skills with patients, health care professionals, and the public.
5. Qualify for medical office positions in clinics, hospitals, doctors' offices, and home health care facilities.

Washington County Community College is an equal opportunity/affirmative action institution and employer. For more information; please call Tatiana Osmond, Affirmative Action Officer, at 454-1094

Apply Now!
Use this QR code or go to wccc.me.edu/apply.

Medical Office Technology Course Curriculum

Certificate   31 Credit Hours

All Courses Offered Fully Online

Course #	Course Title	Credits
Semester 1		
CPT 140	Word Processing	3
FYE100	First Year Experience	1
ENG 101	College Composition	3
MDT 125	Medical Terminology	3
MAT 106	College Mathematics for Technologies or higher	3
MDT 103	Introduction to Medical Assisting	3
	Total	16
Semester 2		
BUS 205	Business Communications	3
MDT 130	Medical Office Management	3
MDT 134	Medical Documentation	3
MDT 136	Clinical Office Procedures I	3
MDT 221	Insurance Billing and Coding	3
	Total	15

Cost per credit hour is $96. For more information visit: https://wccc.me.edu/admissions-aid/finances/tuition-fees/
Financial Aid is available for students who qualify at www.FAFSA.Ed.Gov School Code: 009231

Visiting the campus is easy. Contact the Office of Admissions at 207-454-1000 or wcccadmissions@mainecc.edu to schedule a time to visit!
For more program specific information, please contact the program instructor Laurie Mahar, lmaharmsn@mainecc.edu