

Washington County



Community College  
Calais, Maine  
Discover Choices • Create Success

**Approximate Cost  
For One Year  
(Tuition & Fees)**

In State  
\$4,005.80

New Brunswick Residents  
\$4,005.80

Out of State  
\$7,778.60

Financial Aid is available  
for students who qualify.  
Approximately 85% of  
WCCC students receive  
some form of financial aid.

[www.FAFSA.Ed.Gov](http://www.FAFSA.Ed.Gov)

School Code: 009231

One College Drive  
Calais, Maine 04619

207-454-1000



**wccc.me.edu**

# Medical Office Technology



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

For more program specific information, please contact the program advisor Cindy Moholland, [cmoholland@wccc.me.edu](mailto:cmoholland@wccc.me.edu) , 207-454-1016.

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

**Certificate – 32 credit hours**  
**All Courses Offered Fully Online**

Course #	Course Title	Credits
<b>Semester 1</b>		
MDT 103	Introduction to Medical Assisting	3
CPT 140	Word Processing	3
ENG 101	College Composition	3
MAT 106	College Mathematics for Technologies or higher	3
MDT 125	Medical Terminology	3
FYE 100	First Year Experience	1
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
BUS 205	Business Communications	3
MDT 130	Medical Office Management	3
MDT 133	Medical Documentation	3
MDT 135	Clinical Office Procedures I & Lab	4
MDT 221	Insurance Coding and Billing	3
	<b>Total</b>	<b>16</b>