

# Medical Office Technology

## Health Care Secretary-Certificate

### PROGRAM DESCRIPTION



This program will prepare graduates to perform clerical and administrative duties in a medical office and in a hospital setting. Duties may include routine typing, operation of computer software, preparing and maintaining medical records, scheduling appointments, and related tasks. Graduates from this program will have the necessary skills to work in a variety of settings, including medical clinics, doctors' offices, and hospitals.

**Please note:** The certificate program will be based at EMCC's higher education centers in Dover-Foxcroft, Ellsworth, and East Millinocket.

You must live in a qualified rural area surrounding Dover-Foxcroft, Ellsworth, or East Millinocket to qualify for admission.

#### Student Eligibility Criteria:

- Applicants must have graduated from an approved high school or adult education program, or have passing scores on the GED or HiSET examination
  - Applicants must meet all other EMCC admission criteria
  - Applicants may not be currently matriculated at EMCC or have attended within the past 5 years
- Applicants must enroll in 12 credit hours of prescribed coursework per semester to guarantee continuance in the program.

#### FIRST SEMESTER CREDITS

BCA 101	Document Processing/Formatting	2
BCA 115	Introduction to Computer Applications	3
BMT 113	Medical Terminology I	3
BMT 121	Medical Law and Ethics	3
BMT 207	Electronic Medical Record	1
BUA 105	Business Communications	3
Restricted Elective		
	Math (100 level or higher)	3

#### SECOND SEMESTER

BCA 116	Database Management	3
BIO 121	Anatomy & Physiology I	3
BIO 124	Anatomy & Physiology I Laboratory	1
BMT 114	Medical Terminology II	3
BMT 261	Health Unit Coordinator	3
ENG 101	College Composition	3

#### TOTAL CERTIFICATE CREDITS

**34**

Courses will be delivered in person, online, and at a distance using Zoom Conferencing. Zoom Conferencing allows users to video conference in real time. Students can be located in a classroom at the Penquis, Katahdin, or Hancock Higher Education Centers, or at their home if they have the appropriate internet connection and computer with camera to receive the video. Classes can be recorded and viewed via YouTube for students who may miss a class session. Instructors will be expected to spend time at both the Penquis and Katahdin Centers to help guide and encourage students as they progress through the program. Additionally, Administrative Assistants located at each of the Centers will provide technology assistance as needed.



#### Programs of Study

Automotive  
Building Construction  
Business Management  
Career Studies  
Civil Engineering  
Computer Systems Technology  
Criminal Justice  
Culinary Arts  
Diesel, Truck & Heavy Equipment  
Digital Graphic Design  
Early Childhood Education  
Education-Elementary Ed  
Education-Career & Technical Ed  
Education-Secondary Ed  
Electrical and Automation  
Electricians Technology  
Emergency Medical Services  
Fine Woodworking & Cabinet Making  
Fire Science  
Health Care Secretary  
Hospitality & Tourism Management  
Human Services  
Liberal Studies  
Medical Assistant  
Medical Office Technology  
Medical Radiography  
Nursing  
Outdoor Recreation & Tourism  
Refrigeration, Air Conditioning & Heating  
Restaurant & Food Service Management  
Small Business Development  
Surgical Technology  
Trade & Technical Occupations  
Welding

#### Admissions Office

**Eastern Maine Community College**

**354 Hogan Road**

**Bangor, ME 04401**

**Phone: 207-974-4680**

**Toll-Free: 800-286-9357 (in Maine)**