

# Medical Office Technology

## PROGRAM DESCRIPTION



The associate in applied science degree in Medical Office Technology program is designed to prepare students for employment in physicians' offices, clinics, hospitals, and other health care facilities. With the ever-changing medical climate, the demand for trained office professionals in health care is growing. This program prepares

students to be proficient in a number of vital skill areas including medical coding/billing, transcription, health record maintenance, scheduling, and software applications.

## KEY LEARNING OBJECTIVES

Graduates of the associate in applied science degree in Medical Office Technology will:

- Utilize Word, Excel, PowerPoint, Access, and email software applications competently.
- Interpret and utilize appropriate medical terminology.
- Compose accurate correspondence using appropriate formatting, editing, and language skills.
- Assign appropriate ICD-10-CM and CPT codes for basic procedures and diagnoses.
- Schedule appointments, record patient information, file insurance claims, manage accounts receivable, and process insurance claim forms adhering to legal restrictions.
- Adhere to security, privacy, and confidentiality policies and laws.

## PREREQUISITES

**AAS Degree**-high school level Algebra I, Biology with Lab, and English Composition required.

*STILL IN HIGH SCHOOL? Concurrent enrollment agreements with many high schools and technical education centers are available. Information can be found on <http://www.emcc.edu/academics/programs/dual-enrollment/>.*



## Programs of Study

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

## Admissions Office—EMCC

354 Hogan Road

Bangor, ME 04401

Phone: 207-974-4680

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

FAX: 207-974-4683

Email: [admissions@emcc.edu](mailto:admissions@emcc.edu)

[www.emcc.edu](http://www.emcc.edu)

## MEDICAL OFFICE TECHNOLOGY Associate in Applied Science Degree

### FIRST SEMESTER

BCA 101	Document Processing/Formatting	2
BMT 113	Medical Terminology I	3
BMT 133	Introduction to Medical Coding	3
BUA 105	Business Communications	3
BIO 121	Anatomy & Physiology I	3
BIO 124	Anatomy & Physiology I Laboratory	1

### SECOND SEMESTER

BCA115	Introduction to Computer Applications	3
BMT 114	Medical Terminology II	3
BIO 122	Anatomy & Physiology II	3
BIO 126	Anatomy & Physiology II Laboratory	1
ENG 101	College Composition	3
Restricted		
Elective	Math (100 level or higher)	3

### THIRD SEMESTER

BCA 116	Database Management	3
BMT 121	Medical Law and Ethics	3
BMT 206	Medical Billing & Reimbursement Methodologies	3
BMT 221	Medical Transcription I	3
Restricted		
Elective	Any Humanities/Social Science (100 level or higher)	3

### FOURTH SEMESTER

BCA 202	Integrated Software Applications	3
BMT 204	Medical Office Procedures	4
BMT 261	Health Unit Coordinator	3
ENG 215	Business and Technical Writing	3
Restricted		
Elective	PSY 214 Teams-Principles and Practices or Any Humanities/Social Science (100 level or higher)	3

**TOTAL AAS DEGREE CREDITS** **62**

## DID YOU KNOW?

EMCC provides campus housing  
for over 260 students.



EMCC's Student Success Center  
offers tutoring services free of  
charge to our students.



EMCC's Athletic Department  
sponsors many on-  
campus intramural  
sports and  
recreational events.

EMCC students enjoy small class  
sizes, supportive faculty,  
transferable courses and  
leadership/engagement  
opportunities all for under \$4,000  
per year

(most programs, based on 30 credit  
hours, in-state rate)

Campus tours are available.

Call 207-974-4857 or schedule an  
appointment through our website.

For more information or to apply  
online, visit us on the web at

[www.emcc.edu](http://www.emcc.edu)

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latest EMCC news!

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action institution and employer. For more info,  
please call 207-974-4633.*