

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.

Programs of Study

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

FIRST SEMESTER	CREDITS
BCA 101 Document Processing/Formatting	2
BCA 115 Introduction to Computer Applications	3
BMT 105 Business Communications	3
BMT 113 Medical Terminology I	3
BMT 133 Introduction to Medical Coding	3
Restricted	
Elective Math (100 level or higher)	3
SECOND SEMESTER	CREDITS
BIO 127 Anatomy & Physiology I w/ Lab	4
BMT 121 Medical Law & Ethics	3
BMT 261 Health Unit Coordinator	3
BMT 208 Medical Office Procedures	3
ENG 101 College Composition	3
TOTAL CERTIFICATE CREDITS	33

PREREQUISITES: High school level Algebra 1 and English Composition required.

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