

HEALTHCARE SECRETARY

This one-year certificate program will prepare graduates to perform clerical and administrative duties in a medical office and in a hospital setting.



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The **Healthcare Secretary Certificate** Program is housed under the Medical Office Technology AAS degree program.



▶ Duties may include routine typing, operation of computer software, preparing and maintaining medical records, scheduling appointments, and related tasks.

▶ Graduates of this program will have the necessary skills to work in a variety of settings, including medical clinics, doctors' offices, and hospitals.

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

(most programs, based on 30 credit hours, in-state rate of \$96 per credit hour)



CAMPUS TOURS AVAILABLE

Call 207.974.4870 or schedule an appointment on our website.

www.emcc.edu/secretary

Prerequisites

Certificate:

High School level Algebra I required.

Still in high school? Concurrent enrollment agreements with many high schools and technical education centers are available. Information can be found online at: www.emcc.edu/academics/programs/early-college/



HEALTHCARE SECRETARY Certificate

1ST SEMESTER CREDITS

- BCA-102 Document Processing/Formatting (3)
- BCA-115 Introduction to Computer Applications (3)
- BMT-113 Medical Terminology (3)
- BMT-133 Introduction to Medical Coding (3)
- BIO-127 Anatomy & Physiology I w/Lab (4)
- BMT-121 Medical Law & Ethics (3)

2ND SEMESTER CREDITS

- BCA-202 Integrated Software Applications (3)
- BMT-205 Medical Insurance Coding & Billing (3)
- BMT-261 Health Unit Coordinator (3)
- BMT-208 Medical Office Procedures (3)
- ENG-101 College Composition (3)

LIVE ON CAMPUS



Did you know that EMCC has TWO residence halls on campus?

Built in 2007, Kineo Hall houses students in "blocks" (two double-occupancy rooms with four people of the same gender) or triple-occupancy rooms. Each is individually climate controlled and shares a common bathroom, with double sinks, a shower and a toilet stall.

Acadia Hall houses students in corridor-style double or triple occupancy rooms.

Rooms range from \$1,850 - \$2,250 per semester.

Studies show that students who live on campus not only tend to have higher GPA's, but they are also more likely to complete their education and get more out of their college experience.

Visit www.emcc.edu/housing to learn more!



TOTAL CERTIFICATE CREDITS 33