

MEDICAL OFFICE TECHNOLOGY

The Associate in Applied Science degree in Medical Office Technology is designed to prepare students for employment in physicians' offices, clinics, hospitals, and other health care facilities

 Eastern Maine
Community College

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With the ever-changing medical climate, the demand for **Medical Office Technology** professionals in health care is growing

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

▶ Career opportunities include office manager, office assistant/administrative assistant, medical secretary, transcriptionist, coder, billing manager, billing clerk, medical records clerk, unit secretary, patient registration, office clerk, or receptionist.

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/medicaloffice

Prerequisites

AAS Degree and Certificate: High school level Algebra I and Biology with Lab 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/



MEDICAL OFFICE TECHNOLOGY

Associate in Applied Science Degree

1ST SEMESTER CREDITS

BCA-102 **Document Processing/Formatting** (3)
 BMT-113 **Medical Terminology I** (3)
 BIO-127 **Anatomy & Physiology I w/Lab** (4)
 ENG-101 **College Composition** (3)
 Elective **Humanities/Social Science** (3)

2ND SEMESTER CREDITS

BCA-115 **Intro to Computer Applications** (3)
 BMT-114 **Medical Terminology II** (3)
 Elective **Math-100 level or higher or BIO-128 Anatomy & Physiology II w/Lab** (3-4)
 BMT-232 **ICS-10-CM Diagnostic Coding** (3)
 BMT-261 **Health Unit Coordinator** (3)

^ ELO Capstone

* Course options for the technology elective include BMT-105 Business Communications, BCA-116 Database Management, or BMT-234 PCS Coding.

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!

3RD SEMESTER CREDITS

BCA-202 **Integrated Software Applications** (3)
 BMT-121 **Medical Laws & Ethics** (3)
 BMT-206 **Medical Billing & Reimbursement Methods** (3)
 BMT-233 **CPT Procedural Coding** (3)
 ENG-215 **Business & Technical Writing** ^ (3)

4TH SEMESTER CREDITS

BMT-205 **Medical Insurance Coding & Billing** (3)
 BMT-208 **Medical Office Procedures** (3)
 Elective **PSY-214 Teams-Principles and Practices or any Arts/Humanities/Social Science** (100 level or higher) (3)
 Elective **Restricted Technology*** (3)
 Elective **General Education** (100 level or higher) (3)

▶ **TOTAL AAS DEGREE CREDITS** 62