

MEDICAL OFFICE TECHNOLOGY

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 Medical Office Technology Certificate Program is offered in an online synchronous format, ideal for remote learners.



Duties may include routine typing, operation of computer software, preparing and maintaining medical records, scheduling appointments, as well as coding and billing and insurance procedures.

Graduates of this program will be current on the security, privacy and confidentiality of medical policies and laws.

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

High School level Algebra I and
Biology with Lab required.



MEDICAL OFFICE TECHNOLOGY Certificate

1ST SEMESTER CREDITS

- BCA-115 Introduction to Computer Applications (3)
- BMT-113 Medical Terminology (3)
- BMT-121 Medical Law & Ethics (3)
- BMT-206 Medical Billing & Reimbursement Methodologies (3)
- BMT-232 ICD-10-CM Diagnostic Coding (3)

2ND SEMESTER CREDITS

- BCA-205 Integrated Software Applications (3)
- BMT-205 Medical Insurance Coding & Billing (3)
- BMT-208 Medical Office Procedures (3)
- BMT-233 CPT Procedural Coding (3)
- BMT-261 Health Unit Coordinator (3)

SUMMER SEMESTER CREDITS

- BMT-114 Medical Terminology II (3)
- BMT-234 IDC-10-PCS Coding (3)



TOTAL CERTIFICATE CREDITS 36

LIVE ON CAMPUS



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

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!