

MEDICAL OFFICE TECHNOLOGY

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

emcc.edu/medicaloffice

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

- This Certificate in Medical Office Technology is designed to prepare students for employment in physicians' offices, clinics, hospitals, and other health care facilities.
- This program will prepare students to be proficient in a number of vital skill areas including medical coding and billing, medical insurance, health record maintenance, scheduling, and software applications. All classes will be in the online synchronous format to allow for statewide participation.

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)



Free Application!
*Scan this code
to apply today.*



 Eastern Maine
Community College

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354 Hogan Rd, Bangor, ME 04401 | 207-974-4680 | emcc.edu | #WeAreEMCC

MEDICAL OFFICE TECHNOLOGY

Certificate

Prerequisites

Certificate: High school level Algebra I and Biology with Lab required.

Other Requirements

- PC Compatible Laptop [Not Mac]
- Coding Reference Manuals [ICD-10-CM & CPT]
- Computer with camera and microphone

1ST SEMESTER (CREDITS)

BCA-115 Introduction to Computer Applications (3)
BMT-113 Medical Terminology I (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 ICD-10-PCS Coding (3)

► **TOTAL CERTIFICATE CREDITS** 36

We have 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.

A meal plan is mandatory for anyone living in residential housing on campus.

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.
Apply early, space is limited!

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



Did you graduate from high school in 2020, 2021, 2022, or 2023 or will be graduating in 2024 or 2025?

Then you may qualify for the Maine Free College Scholarship at EMCC!

Did you know EMCC has its own foundation?

Each year, our Foundation gives out over \$100,000 in scholarships to EMCC students. Visit emcc.edu/foundation to learn more and apply.

CAMPUS TOURS AVAILABLE

Call 207.974.4780 or scan this QR code to schedule an appointment!



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