



medical office specialist

Technical Diploma Program Code: 31-160-3 Total Credits: 34

The Medical Office Specialist program at Mid-State prepares students to meet the needs of healthcare and related organizations by performing a variety of office support functions. The program includes medical terminology; medical law, ethics, and professionalism; and related coursework. In this program you will learn to communicate professionally while maintaining confidentiality, apply customer service skills, and use computer applications to prepare and maintain medical documents. You will also learn to prepare medical documents and correspondence and perform administrative procedures within the healthcare environment. Tours of local medical facilities will help you gain knowledge of possible employers in the community.

Estimated tuition and fees: mstc.edu/programcosts

The Medical Office Specialist program *is not financial aid eligible*.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715.422.5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA (www.fafsa.gov)
- Financial Aid Form(s)
Form(s): _____
- Follow-Up Appointment:
Where: _____
When: _____
With: _____
- Official Transcripts
Mid-State Technical College
Attention CPL Coordinator
500 32nd Street North
Wisconsin Rapids, WI 54494
- Other: _____

mstc.edu
888.575.6782



ADAMS CAMPUS
401 North Main
Adams, WI 53910

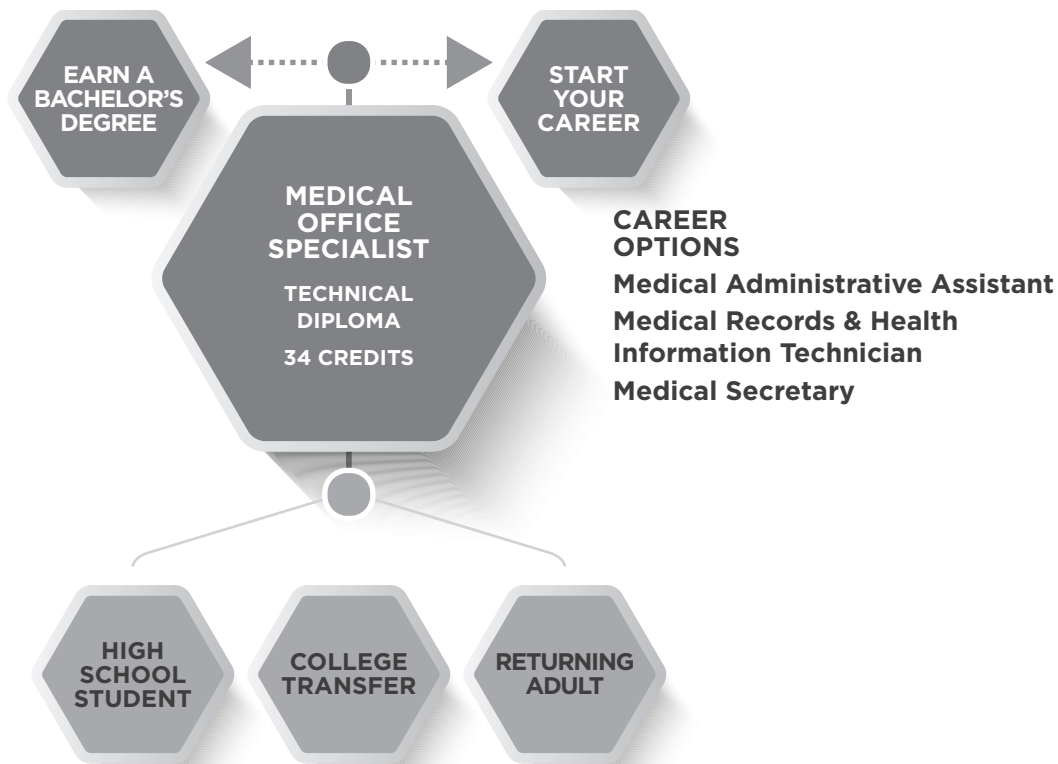
MARSHFIELD CAMPUS
2600 West 5th Street
Marshfield, WI 54449

STEVENS POINT CAMPUS
1001 Centerpoint Drive
Stevens Point, WI 54481

WISCONSIN RAPIDS CAMPUS
500 32nd Street North
Wisconsin Rapids, WI 54494

BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit mstc.edu/transfer.



College Credit • Dual Credit • Military Experience • Work Experience
Learn about Credit for Prior Learning at mstc.edu/cpl.

**BEGIN AT ANY POINT
IN THE PATHWAY**

OTHER OPTIONS

RELATED PROGRAMS

- Administrative Professional
- Business Management
- Customer Relationship Professional
- Entrepreneurship
- Human Resources
- Office Support Specialist
- Project Management

Document Formatting

101061573 credits

Students are able to format styles of business letters, business and academic reports, memos, tables, business meeting documents, itineraries, legal documents, and business forms. Also includes drill work for improving keying speed and accuracy. Minimum typing speed of 30 wpm required (alphabetic keys only).

Corequisite: Microsoft Office-Introduction 10103106

Excel-Intermediate

101031241 credit

Students learn to create, modify, and enhance charts. Students also learn to use advanced functions, structured references, manage multiple spreadsheets, and develop Excel applications.

Prerequisite: Microsoft Office-Introduction 10103106 or

Excel-Beginning 10103123

Human Body in Health and Disease

315093023 credits

Focuses on diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis and prevention of common diseases.

Intro to American Government

108091223 credits

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Intro to Health Reimbursement

311601052 credits

Examines health care reimbursement systems for hospital inpatient and ambulatory care settings. Includes practical application of diagnosis and procedural coding as well as Diagnosis Related Groups (DRGs) and Ambulatory Payment Classifications (APCs) assignment. Learners use computerized encoding and grouping software to assign diagnosis-related group and ambulatory payment classifications with entry-level proficiency.

Prerequisite: Medical Terminology 10501101

Intro to Sociology

108091963 credits

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Introduction to Diversity Studies

108091723 credits

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Introduction to Health Information Technology

105301502 credits

Prepares learners to illustrate the flow of health information in various health-care delivery systems and within the health information department and to retrieve data from health records. Professional ethics, confidentiality and security of information are emphasized. This course also examines the content and structure of an EHR (inpatient and ambulatory patient records), documentation practice guidelines, and the types of user devices utilized in an EHR system. Basic concepts of clinical decision support, standards relating to content of health records, data integrity, and EHR system security are included. Students will have access to an electronic health record to apply concepts learned.

Introduction to Health Technology

311601032 credits

Examines the organization and delivery of health-care services, external standards, regulations, initiatives, payment and reimbursement systems, and healthcare providers and disciplines.

Introduction to Healthcare Reimbursement

105301492 credits

This course introduces students to the vocabulary of private or voluntary-based healthcare reimbursement. Students will identify and compare the varieties of private healthcare insurance including the advantages and disadvantages of each for the payer and for the policyholder. HIPPA guidelines are utilized throughout.

Prerequisite: Medical Terminology 10501101

course descriptions

Medical Customer Service

311601043 credits

Addresses sensitivity in communicating with customers and co-workers. Includes international communications, teamwork, working relationships, and telephone skills.

Medical Law, Ethics, & Professionalism

311601012 credits

Prepares students to display professionalism and perform within ethical boundaries in the healthcare setting. Students maintain confidentiality, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.

Medical Law, Ethics, and Professionalism

10501109 2 credits

Prepares students to display professionalism and perform within ethical boundaries in the healthcare setting. Students maintain confidentiality, examine legal aspects of the medical record, perform risk management procedures, examine legal and bioethical issues, and demonstrate awareness of diversity.

Medical Terminology

10501101 3 credits

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Learners practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

Microsoft Office-Introduction

101031063 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

Oral/Interpersonal Communication

108011963 credits

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects.
Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237, or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Organization of Healthcare

105301252 credits

Examines the organization and delivery of health-care services, external standards, regulations, initiatives, payment and reimbursement systems, and healthcare providers and disciplines.

Corequisite: English Composition 1 10801136

Organization of Healthcare

311601022 credits

Examines the organization and delivery of health-care services, external standards, regulations, initiatives, payment and reimbursement systems, and healthcare providers and disciplines.

Proofreading & Editing

101061603 credits

Sharpens proofreading and editing skills. Competencies include detecting and editing errors in keying, spelling, capitalization, plurals, possessives, punctuation, numbers, grammar, sentence structure, and formatting. Documents are edited for clarity, conciseness, and completeness.

Corequisite: Microsoft Office-Introduction 10103106

Quality Customer Service

101061063 credits

Addresses sensitivity in communicating with customers and co-workers. Includes international communications, teamwork, working relationships, and telephone skills.

Speech

108011983 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Bring transcripts for further evaluation if they do not meet these requirements.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading of 253, Writing of 262, or ACT of 21 Reading/19 Writing, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Word-Intermediate

10103114 1 credit

Students learn to create more complex documents using Microsoft Word as well as customize the Word environment. Students also learn to use mail merge, collaborate with others, and combine information into one file.

Prerequisite: Microsoft Office-Introduction 10103106 or Word-Beginning 10103113