

Medical Office Support Specialist Certificate (MF31)

DESCRIPTION

The Medical Office Support Specialist program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills and attitudes required in today's medical offices. Medical Office Support Specialists answer the telephone and keep records of callers, schedule appointments, greet patients, and interview patients to gain needed information.

EMPLOYMENT OPPORTUNITIES

The Medical Office Support Specialist program prepares students to work in the front office of a physician's office, clinic or other out-patient facilities.

ADMISSIONS CRITERIA:

1. Submit a completed application and application fee;
2. Be at least 17 years of age;
3. Submit official high school transcript or GED transcript;
4. Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

| TEST | Reading | Writing | Numerical |
|-------------|----------------|----------------|------------------|
| COMPASS | 70 | 32 | 26 |
| SAT | 430 | NA | 400 |
| ACT | 13 | 12 | 17 |

MEDICAL OFFICE SUPPORT SPECIALIST CERTIFICATE CURRICULUM

The curriculum for the Medical Office Support Specialist certificate program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 13 semester credit hours. The program requires a minimum of 285 contact hours and generally takes 2 semesters to complete.

| <u>Program Courses</u> | <u>Credits</u> |
|---|-----------------------|
| ALHS 1090 - Medical Terminology for Allied Health Sciences (OL) | 2 |
| MAST 1010 – Legal & Ethical Concerns in the Medical Office* | 2 |
| MAST 1060 – Medical Office Procedures* | 4 |
| MAST 1100 – Medical Insurance Management* | 2 |
| MAST 1110 – Administrative Practice Management* | 3 |

*(OL) designation indicates course may be available online during selected semesters. * "C" or higher grade is required for this course.*

PROGRAM COSTS

Tuition/Fees: \$1,335

Books/Supplies: \$300

(Costs are estimates and are subject to change.)

TOP 10 REASONS

why OTC is the right choice for you!

1. Great-paying careers!
2. Strong **job placement!**
3. Affordable tuition with financial aid options you don't have to pay back!
4. Over 100 majors to choose from!
5. Flexible class scheduling: day, evening, and online classes!
6. Faculty with real-world experience
7. Hands-on learning
8. Small class sizes
9. An Associate's Degree, diploma, or certificate in less 2 years or less!
10. We **GUARANTEE** your education!

GET STARTED TODAY!

1. Select a program! Free career counseling is available.
2. Review the Admissions Checklist and **APPLY** online at www.ogeecheetech.edu!
3. Plan for expenses. You can view tuition and fees and available financial aid options online as well.

QUESTIONS:

Contact Admissions at 912.688.6994 or via email at enrollmentservices@ogeecheetech.edu!

Ogeechee Technical College does not discriminate on the basis of race, color, national origin, gender or disability. The following individuals have been designated to coordinate the College's implementation of nondiscrimination policies: Kelli Waters, Title IX Coordinator, Office 143D, JEK Building, 912.871.1885 and Penny Hendrix, ADA/Section 504 Coordinator, Office 171E, JEK Building, 912.486.7211.