



Medical Office Support Specialist Certificate (MF31)

Description

The Medical Office Support Specialist program provides learning opportunities which introduce, develop, and reinforce academic an 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 administrative area of a physician's office, clinic or other out- patient facilities.

Admissions Criteria

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

Test	Reading	Writing	Numerical
Accuplacer	55	60	34
Compass	70	32	26
SAT	24	25	22
SAT	430	NA	400
ACT	13	12	17
PSAT	22	23	20
GED	NA	165	165

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.

Program Courses	Credits
Occupational Courses	13
ALHS 1090 Medical Terminology for Allied Health Sciences* (OL)	2
MAST 1010 Legal & Ethical Concerns in the Medical Office* (OL)	2
MAST 1060 Medical Office Procedures* (OL)	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: \$1,897

Books/Supplies: \$300

(Costs are estimates and are subject to change.)

GAINFUL EMPLOYMENT

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ogecheetech.edu/gainful_employment.

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.ogecheetech.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@ogecheetech.edu!

As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator, Office 198C, Joseph E. Kennedy building, (912) 486-7607, titleix@ogeecheetech.edu; Section 504 Coordinator, Office 189, Joseph E. Kennedy building, (912) 486-7211, adacoordinator@ogeecheetech.edu; One Joseph E. Kennedy Boulevard, Statesboro, GA 30458. Ogeechee Technical College is a unit of the Technical College System of Georgia.