

# Find your path at John Wood

## >> CAREER & TECHNICAL PROGRAM <<

# Medical Office Technology

Learn new skills and knowledge in medical terminology, customer service and various duties of office employees in the healthcare industry.



### Like?

Teamwork

Organization

Constant Learning

### Learn to

Work with a variety of healthcare professionals

Keeping track of paper files and electronic systems

Understand how the medical and administrative sides of healthcare work together for positive patient experiences

### Type of Work

Review patient records for timeliness, completeness and accuracy of data. Organize and maintain data for clinical databases and registries. Electronically record data for collection, storage, analysis, retrieval and reporting. Maintain confidentiality of patients' records.

### JWCC Certificates and Degrees

Build Upon Your Education

1 Year = Medical Office Certificate  
↓ +  
1 Year = Medical Office Technology Associate in Science

### Average Annual Earnings

\$35,526 (\$17.08/hr)

Source: Bureau of Labor Statistics

### Potential Careers

Information Clerk, Medical Transcriptionist, Office Assistant

### Classes in...

Medical Terminology, Introduction to Medical Office

## JWCC Difference

- Job shadow first semester
- Internship and career placement
- Open learning, online and evening classes available



[jwcc.edu/medicaloffice](http://jwcc.edu/medicaloffice)

217.641.4337

[admissions@jwcc.edu](mailto:admissions@jwcc.edu)

# AAS Medical Office Technology

## SUGGESTED DEGREE PLAN

### First Semester

Course	Description	Credit Hours
HSC 175	Basic Human Structure & Func	3
OFT 101	Beginning Keyboarding	2
OFT 102	Keyboarding I	2
OFT 170	Intro to the Medical Office	4
FYE 101	Blazing Your Trail	1
Written Communication Requirement		3
		15

### Second Semester

Course	Description	Credit Hours
BUS 101	Intro to Business	3
MAT 103	Bus Computations I	3
OFT 185	Medical Insurance & Coding	3
OFT 260	Customer Service	3
OFT 281	Medical Terminology	3
BUS/CSC/OFT./HSC 189 elective		2
		17

### Third Semester

Course	Description	Credit Hours
CSC 104	Spreadsheets-Core Level	2
CSC 107	Word Processing-Core Level	2
CSC 122	Presentation Software	2
OFT 270	Electronic Health Records	3
OFT 284	Medical Coding-ICD	2
Oral Communication Requirement		3
Approved Electives*		3
		17

### Fourth Semester

Course	Description	Credit Hours
CSC 204	Spreadsheets-Expert Level	2
CSC 207	Word Processing-Expert Level	2
OFT 282	Medical Transcription	3
OFT 285	Medical Coding-CPT	2
PSY 145	Human Rel in the Workplace	3
Hum/Soc/Behav Science Requirement		3
		15

\*Approved Electives: All courses with BUS, CSC, NUA, NUR or OFT prefixes.

# SUCCESS



JWCC ranks in the  
**TOP 10% in the Nation**  
for Student Success



# SAVE



### VALUE COMPARISON

**One-Year Tuition**  
(32 credit hours)



**\$5,216**



**\$14,436**



**\$26,527**

- JWCC tuition (in-district)
- Area four-year public average tuition
- Area four-year private average tuition

For 2019-20 Academic Year

Grads get jobs at:



Gainful Employment info: [jwcc.edu/gainfulemployment](http://jwcc.edu/gainfulemployment)



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