

MEDICAL OFFICE SPECIALIST

Technical Diploma

Program Overview

The Medical Office Specialist serves patient and organizational needs by performing a variety of office support or business functions within a health care organization. The Medical Office Specialist one-year technical diploma prepares students for work in a physician's office, clinic, hospital, or for employment wherever knowledge of medical terminology, professional procedures and ethics is required.

Duties of a Medical Office Specialist may include scheduling appointments, screening and making phone calls, obtaining and verifying patient registration information, transcribing medical dictation, preparing and maintaining medical records, preparing correspondence, completing insurance or other claim forms, performing financial and bookkeeping procedures, arranging outside appointments and admissions and managing daily office activities.

Potential occupations include: Medical Office Specialist, Medical Secretary, Medical Receptionist, Medical Office Coordinator, Registration Specialist, Patient Coordinator, Appointment Coordinator, Health Unit Coordinator and Patient Relations Coordinator.

The Medical Office Specialist Technical Diploma is conveniently offered at our Wausau campus in both in-person and blended formats. Students may enter this program in the fall semester.

Northcentral Technical College believes in providing options for students to ladder from NTC to other colleges and universities offering advanced degrees. The College has developed transfer agreements with four-year private colleges and universities, as well as the University of Wisconsin System to help NTC students earn a bachelor's degree. To find out how credits earned at NTC may transfer, visit <http://www.ntc.edu/transfer> for a complete listing of transfer opportunities.

Get Started Today

Get started today on a future of possibility. For more information on the Medical Office Specialist Technical Diploma contact the NTC Admissions Office at admissions@ntc.edu or 715.675.3331.

Beginning Fall 2012



Northcentral Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Equal Opportunity Officer, Northcentral Technical College, 1000 W. Campus Drive, Wausau, WI 54401. Phone: 715.803.1064

BRIGHTER FUTURES START HERE