



10-160-2 MEDICAL ADMINISTRATIVE PROFESSIONAL
31-160-1 HEALTH OFFICE PROFESSIONAL
30-160-5 MEDICAL BILLING SPECIALIST
30-160-2 HEALTHCARE RECEPTIONIST
2018-19 PROGRAM CURRICULUM CHECKLIST
WISCONSIN INDIANHEAD TECHNICAL COLLEGE (W I T C)
ASHLAND, NEW RICHMOND, RICE LAKE, SUPERIOR, ONLINE



Name/ID _____

Date _____

| CATALOG NUMBER | COURSE TITLE | HOURS / WEEK | | CREDITS | | HEALTHCARE RECEPTIONIST TECHNICAL DIPLOMA | MEDICAL BILLING SPECIALIST TECHNICAL DIPLOMA | HEALTH OFFICE PROFESSIONAL TECHNICAL DIPLOMA (Financial Aid Eligible) | MEDICAL ADMINISTRATIVE PROFESSIONAL ASSOCIATE DEGREE (Financial Aid Eligible) |
|-------------------|--|--------------|----------------|---------|---------|--|--|---|---|
| | | | | | | | | | |
| FIRST TERM | | | | | | | | | |
| 10-103-125 | MS Outlook | 2 | hours per week | 1 | credits | Healthcare Receptionist | | Health Office Professional | Medical Administrative Professional |
| 10-103-146 | MS Word A | 2 | hours per week | 1 | credits | Healthcare Receptionist | | Health Office Professional | Medical Administrative Professional |
| 10-106-110 | Document Formatting | 4 | hours per week | 2 | credits | Healthcare Receptionist | Medical Billing Specialist | Health Office Professional | Medical Administrative Professional |
| 10-106-132 | Electronic Health Records | 1 | hours per week | 1 | credits | Healthcare Receptionist | Medical Billing Specialist | Health Office Professional | Medical Administrative Professional |
| 10-106-143 | Medical Office Procedures and Customer Service | 3 | hours per week | 2 | credits | Healthcare Receptionist | Medical Billing Specialist | Health Office Professional | Medical Administrative Professional |
| 10-106-146 | Proofreading for the Office | 3 | hours per week | 3 | credits | Healthcare Receptionist | | Health Office Professional | Medical Administrative Professional |
| 10-501-101 | Medical Terminology | 3 | hours per week | 3 | credits | Healthcare Receptionist | Medical Billing Specialist | Health Office Professional | Medical Administrative Professional |
| 10-801-196 | Oral/Interpersonal Communication | 3 | hours per week | 3 | credits | Healthcare Receptionist | | Health Office Professional | Medical Administrative Professional |
| | FIRST TERM TOTAL | | | | | 16 Credits Healthcare Receptionist | 8 Credits Medical Billing Specialist | 16 Credits Health Office Professional | 16 Credits Medical Administrative Professional |



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| | | | | | | | | | |
| SECOND TERM | | | | | | | | | |
| 10-101-176 | Financial Accounting 1A | 2 | hours per week | 2 | credits | | | Health Office Professional | Medical Administrative Professional |
| 10-103-147 | MS Word B Corequisite: 10-103-146 MS Word A | 2 | hours per week | 1 | credit | | | Health Office Professional | Medical Administrative Professional |
| 10-103-151 | MS Excel A | 2 | hours per week | 1 | credit | | Medical Billing Specialist | Health Office Professional | Medical Administrative Professional |
| 10-106-140 | Medical Office Administration Prerequisite: 10-106-143 Medical Office Procedures and Customer Service and Corequisite: 10-106-135 Introduction to Healthcare Documentation | 5 | hours per week | 3 | credits | | Medical Billing Specialist | Health Office Professional | Medical Administrative Professional |
| 10-106-135 | Introduction to Healthcare Documentation Prerequisites: 10-501-101 Medical Terminology and 10-106-110 Document Formatting OR 10-103-146 MS Word A and Corequisite: 10-103-147 MS Word B | 5 | hours per week | 3 | credits | | | Health Office Professional | Medical Administrative Professional |
| 10-106-165 | Information Management | 3 | hours per week | 2 | credits | | | Health Office Professional | Medical Administrative Professional |
| 10-801-136 | English Composition 1 | 3 | hours per week | 3 | credits | | | Health Office Professional | Medical Administrative Professional |
| 10804123 | Math with Business Applications | 3 | hours per week | 3 | credits | | Medical Billing Specialist | Health Office Professional | Medical Administrative Professional |
| | SECOND TERM TOTAL | | | | | | 7 Credits Medical Billing Specialist | 18 Credits Health Office Professional | 18 Credits Medical Administrative Professional |

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.

Revised 9/26/2018



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|--------------------------------|---|--------------|----------------|---------|---------|---|--|---|---|
| | | | | | | | | | |
| THIRD TERM | | | | | | | | | |
| 10-103-152 | MS Excel B Corequisite: 10-103-151 MS Excel A | 2 | hours per week | 1 | credit | | Medical Billing Specialist | | Medical Administrative Professional |
| 10-106-134 | Medical Insurance Claims Prerequisite: 10-501-101 Medical Terminology | 4 | hours per week | 3 | credits | | Medical Billing Specialist | | Medical Administrative Professional |
| 10-106-141 | Healthcare Documentation and Editing Prerequisite: 10-106-135 Introduction to Healthcare Documentation | 5 | hours per week | 3 | credits | | | | Medical Administrative Professional |
| 10-510-135 | Anatomy, Physiology, and Disease Concepts | 3 | hours per week | 2 | credits | | | | Medical Administrative Professional |
| 10-809-195 or 10-809-166 | Economics or Introduction to Ethics: Theory and Application | 3 | hours per week | 3 | credits | | | | Medical Administrative Professional |
| 10-809-196 or 10-809-172 | Introduction to Sociology or Intro to Diversity Studies | 3 | hours per week | 3 | credits | | | | Medical Administrative Professional |
| | THIRD TERM TOTAL | | | | | | 4 Credits Medical Billing Specialist | | 15 Credits Medical Administrative Professional |



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| | | | | | | | | | |
| FOURTH TERM | | | | | | | | | |
| 10-105-160 | Medical Externship Prerequisite: Prior to enrolling in this course, students must have successfully completed or are in good standing in all program courses and have the approval of program faculty. (Criminal background checks may be required for this course) | 4 | hours per week | 1 | credit | | | | Medical Administrative Professional |
| 10-106-142 | Patient Billing and Reimbursement Prerequisite: 10-106-134 Medical Insurance Claims | 5 | hours per week | 3 | credits | | Medical Billing Specialist | | Medical Administrative Professional |
| 10-801-197 | Technical Reporting | 3 | hours per week | 3 | credits | | | | Medical Administrative Professional |
| 10-809-198 | Introduction to Psychology | 3 | hours per week | 3 | credits | | | | Medical Administrative Professional |
| 10-890-116 | Job Quest | 2 | hour per week | 1 | credit | | | | Medical Administrative Professional |
| | Elective | 3 | hours per week | 3 | credits | | | | Medical Administrative Professional |
| | FOURTH TERM TOTAL | | | | | | 3 Credits Medical Billing Specialist | | 14 Credits Medical Administrative Professional |
| | PROGRAM REQUIREMENTS | | | | | 16 Credits Healthcare Receptionist | 22 Credits Medical Billing Specialist | 34 Credits Health Office Professional | 63 Credits Medical Administrative Professional |

Select the curriculum checklist based on the academic year you begin enrollment in your program. Students admitted mid-year (January) and/or any student who takes courses out of sequence are not guaranteed course availability in all terms of the program. Enrollment in additional terms may be required to complete graduation requirements. Please be advised that low enrollment class sections may be cancelled. You will be contacted by Student Services with information on other class sections available in alternate formats.

WITC GENERAL STUDIES COURSE OPTIONS FOR WITC ASSOCIATE DEGREE PROGRAMS:

Co-enrollment in 99-831-900 Writing Essentials may be recommended in addition to English Composition 1.

Specific General Studies courses are scheduled as requirements for this program. If you have completed General Studies coursework at another Wisconsin technical college, please refer to the Acceptable Transfer Course document at the following link (find your program) to see if your previous coursework will transfer <https://www.witc.edu/academic-programs/degree-programs-and-certificates/general-studies-courses/courses>

If you have completed General Studies coursework at WITC in a prior term, the same options will apply for your program requirements.

ELECTIVE REQUIREMENTS: To meet the elective credit requirements for this program, you will be required to take associate degree level coursework, i.e., catalog numbers beginning with a 10 (with the exception of General College courses 10-831-103, 10-834-109, 10-835-103, and 10-838-104).

GRADUATION REQUIREMENTS: Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a program's graduation requirements. If you do not take courses in the recommended sequence above, it may delay your completion of graduation requirements. A program plan grade point of 2.0 in a 4.0 grade system is required to graduate.

EARN CREDIT FOR WHAT YOU ALREADY KNOW: Visit <http://www.witc.edu/academics/transfer/priorlearn.htm> for more information

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better. Revised 9/26/2018