



10-160-2 MEDICAL ADMINISTRATIVE PROFESSIONAL

31-160-1 HEALTH OFFICE PROFESSIONAL

30-160-5 MEDICAL BILLING SPECIALIST

30-160-2 HEALTHCARE RECEPTIONIST

2019-20 PROGRAM CURRICULUM CHECKLIST

WISCONSIN INDIANHEAD TECHNICAL COLLEGE (W I T C)

ASHLAND*, NEW RICHMOND*, RICE LAKE*, SUPERIOR*, ONLINE

***Combination of ITV (Interactive Television), In person, Online or Your Choice instruction**



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
10-160-143	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					15 Credits Healthcare Receptionist	7 Credits Medical Billing Specialist	15 Credits Health Office Professional	15 Credits Medical Administrative Professional

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SECOND TERM										
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	
10-160-140	Medical Office Administration Prerequisite: 10-160-143 Medical Office Procedures and Customer Service	5	hours per week	3	credits		Medical Billing Specialist	Health Office Professional	Medical Administrative Professional	
10-160-135	Introduction to Healthcare Documentation Prerequisites: 10-501-101 Medical Terminology and 10-106-110 Document Formatting	5	hours per week	3	credits			Health Office Professional	Medical Administrative Professional	
10-196-138	Conflict Resolution and Confrontation Skills	1	hour per week	1	credit			Health Office Professional	Medical Administrative Professional	
10-801-136	English Composition 1	3	hours per week	3	credits			Health Office Professional	Medical Administrative Professional	
10-804-123	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	15 Credits Health Office Professional	15 Credits Medical Administrative Professional	



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THIRD TERM									
10-101-176	Financial Accounting 1A	2	hours per week	2	credits				Medical Administrative Professional
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
10-160-134	Medical Insurance Claims Prerequisite: 10-501-101 Medical Terminology	6	hours per week	4	credits		Medical Billing Specialist		Medical Administrative Professional
10-160-145	Medical Administrative Practice Prerequisite: 10-160-140 Medical Office Administration Corequisite: 10-160-134 Medical Insurance Claims	6	hours per week	4	credits				Medical Administrative Professional
10-510-135	Anatomy, Physiology, and Disease Concepts	3	hours per week	2	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						5 Credits Medical Billing Specialist		16 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 will be required for this course)	4	hours per week	1	credit				Medical Administrative Professional
10-160-142	Patient Billing and Reimbursement Prerequisite: 10-160-134 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					15 Credits Healthcare Receptionist	22 Credits Medical Billing Specialist	30 Credits Health Office Professional	60 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 average (GPA) of 2.0 in a 4.0 grade system is required to graduate.

EARN CREDIT FOR WHAT YOU ALREADY KNOW: Visit <https://www.witc.edu/admissions/preparing-for-college/credit-for-prior-learning> for more information

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better. Revised 10/2/2018