



# Medical Administrative Professional Pathway

EXPERIENCE. SUCCESS. ONE STACKABLE CREDENTIAL AT A TIME.



## Healthcare Receptionist

Technical Diploma (less than one-year)  
(part time options available)

### CAMPUSES

Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online

### CREDITS 15

**ESTIMATED 2019-2020 TUITION**  
\$2,519

### POTENTIAL CAREERS

Medical Receptionist, Medical Scheduler, Medical Information Clerk, Appointment Coordinator, Patient Access

### WITC 2018 GRADUATES\*\*

Data Not Available

## Medical Billing Specialist

Technical Diploma (one-year)  
(three semesters part time)

### CAMPUSES

Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online

### CREDITS 26

**ESTIMATED 2019-2020 TUITION**  
\$3,584

### POTENTIAL CAREERS

Hospital Medical Biller, Physician's Office Medical Biller, Laboratory Medical Biller, Patient Account Representative, Revenue Cycle Representative

### WITC 2018 GRADUATES\*\*

Data Not Available

## Health Office Professional

Technical Diploma (one-year)  
(part time options available)

### CAMPUSES

Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online

### CREDITS 30

15 Credits Remain – if successfully completed the Healthcare Receptionist Technical Diploma

**30 Credits - Total Credits Needed to Receive the Health Office Professional Technical Diploma**

**ESTIMATED 2019-2020 TUITION**  
\$4,737

### Financial Aid Eligible

### POTENTIAL CAREERS

Medical Office Specialist, Medical Secretary, Medical Receptionist, Hospital Admissions Representative, Customer Service Representative, Medical Scheduler, Health Information Clerk

**RANGE OF YEARLY SALARY**  
\$22,462 to \$33,277 annually \*\*

**WITC 2018 GRADUATES\*\***  
Employed Within 6 Months 100%  
Average Yearly Salary \$27,870

## Medical Administrative Professional

Associate Degree (two-year)  
(part time options available)

### CAMPUSES

Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online

### CREDITS 60

45 Credits Remain – if successfully completed the Healthcare Receptionist Technical Diploma

38 Credits Remain – if successfully completed the Medical Billing Specialist Technical Diploma

30 Credits Remain – if successfully completed the Health Office Professional Technical Diploma

**60 Credits - Total Credits Needed to Receive the Medical Administrative Professional Associate Degree**

**ESTIMATED 2019-2020 TUITION**  
\$9,335

### Financial Aid Eligible

### POTENTIAL CAREERS

Medical Administrative Assistant, Medical Secretary, Medical Receptionist, Medical Scheduler, Hospital Admissions Representative, Medical Billing Specialist, Patient Account Representative, Clinic Coder, Health Unit Coordinator (HUC), Health Information Clerk

**RANGE OF YEARLY SALARY**  
\$30,678 to \$38,456 annually \*\*

**WITC 2018 GRADUATES\*\***  
Employed Within 6 Months 100%  
Average Yearly Salary \$33,807

## BEYOND WITC

### Transfer Options

UW Oshkosh  
UW Stout  
Franklin University  
Lakeland University  
Northland College

### Important Notes on Transferring:

- Check out [witic.edu/transfer](http://witic.edu/transfer) for details on specific agreements listed below
- The colleges listed above have developed a Technical Diploma/ Associate Degree to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

\*Combination of Online, Your Choice, In Person, or Web Conferencing instruction.

If you have completed previous credits that transfer into the more advanced program, your costs may be less. Please speak with WITC staff if you have questions on how costs are determined. Tuition is an estimate and does not include any miscellaneous fees for various courses, tools, books, supplies or uniforms. Program book costs are in addition to tuition and fees and vary depending on course selection and where the books are purchased or rented.

\*\*Wage and employment data is compiled from the 2017 - 2018 WITC Graduate Follow-Up Report.



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE



# Medical Administrative Professional Pathway

## PATHWAYS TO WITC:

### START COLLEGE IN HIGH SCHOOL

Take dual credit or advanced standing courses in high school. To find out what courses are available at your high school, go to: WITC .EDU and enter "Dual Credit" in the search button. Click on your high school. Additional opportunities may be available through AP courses, ITV Programming, or High School Academies.

### ACADEMIC SUPPORT CENTER

Basic Education Courses: Basic Education Communication, Basic Education Reading, Basic Education Math  
General Studies Courses: Writing Foundations, Reading Foundations, Math Foundations  
**Additional Academic Support Services Include:** GED/HSED Preparation, Study Skills Strategies, Test Taking Strategies, Peer Tutoring, Personal Readiness, Career Exploration, (ELL) English Language Learner, Computer Literacy

### CREDIT FOR PRIOR LEARNING

National Exams (AP, CLEP, DSST, IB) or Industry Credentials  
Work/Life Learning, Challenge Exams, Military, Credit from Other Colleges  
For specifics on Credit for Prior Learning Options, please go to WITC .EDU and enter "Credit for Prior Learning" in the search button

## Getting Started is Simple:

**Associate Degree or Technical Diploma** (Full or Part-Time):

- Apply Online at [witc.edu/apply](http://witc.edu/apply)
- Schedule and Attend an Admissions Meeting

**Take one class:** Register during Open Enrollment (no application required). Depending upon the course, you may be required to assess or submit other eligible college entrance scores.

**Certificate:** Apply (no fee) and Register for courses

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, activities, services and employment in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Amendments Act of 2008 (ADAA). For more details and to contact an Accommodations Specialist go online: [WWW.WITC.EDU/stusvcs/disability.htm](http://WWW.WITC.EDU/stusvcs/disability.htm)

## Class Formats Offered

To view specific class times within the programs:

1. Go to [WWW.WITC.EDU](http://WWW.WITC.EDU)
2. Click on "Find a Class" on the top of the webpage
3. Search for courses.

Not all classes within this program are available in every format offered at WITC. Some Class options for this program include In-Person, flex, Online, ITV, and Your Choice.

## Upcoming Start Dates

**FALL 2019:** August 26, 2019

**SPRING 2020:** January 20, 2020

**FALL 2020:** August 24, 2020

**SPRING 2021:** January 18, 2021

## Financial Assistance

Financial Aid (FAFSA stands for Free Application for Federal Student Aid, including loans, grants, and workstudy): [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
WITC Scholarships: WWW. WITC .EDU; enter "scholarships" in the search button  
WITC Promise Scholarship: Tuition assistance for qualifying high school graduates

There are agencies that may be able to provide financial support for tuition, books, tools, gas, and/or childcare based on income and other qualifying factors. To find out more, please contact an Admissions Advisor for an "Education Referral Document", which includes a full list of all available agency resources in your county of residence. Individuals are often required to complete the FAFSA prior to receiving funding from many of the agencies.

## 2019-2020 Cost Per Credit

(WI and MN Residents) \$151/credit. ( plus books and supplies )  
Online courses are an additional \$10/credit

## Contact a WITC Admissions Advisor and Get Started:

**Ashland:** 800.243.9482 extension 3195

**New Richmond:** 800.243.9482 extension 4339

**Rice Lake:** 800.243.9482 extension 5220

**Superior:** 800.243.9482 extension 6243

E-mail: [admissionadvisors@WITC.EDU](mailto:admissionadvisors@WITC.EDU)



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*Experience. Success.*

Please call **800.243.9482** or email:  
[admissionadvisors@WITC.EDU](mailto:admissionadvisors@WITC.EDU) to  
speak with an Admissions Advisor to  
get started