



Pending WTCS Approval
10-160-2 MEDICAL ADMINISTRATIVE PROFESSIONAL
31-160-1 HEALTH OFFICE PROFESSIONAL
31-160-5 MEDICAL BILLING SPECIALIST
30-160-2 HEALTHCARE RECEPTIONIST
2024-25 REQUIRED COURSES



NORTHWOOD TECHNICAL COLLEGE
ASHLAND*, NEW RICHMOND*, RICE LAKE*, SUPERIOR*, ONLINE
***Combination of Online, Your Choice or On Site instruction**

Name/ID _____

Date _____

| CATALOG NUMBER | COURSE TITLE | HOURS PER WEEK | CREDITS | HEALTHCARE RECEPTIONIST TECHNICAL DIPLOMA | MEDICAL BILLING SPECIALIST TECHNICAL DIPLOMA ^ (Financial Aid Eligible) | HEALTH OFFICE PROFESSIONAL TECHNICAL DIPLOMA (Financial Aid Eligible) | MEDICAL ADMINISTRATIVE PROFESSIONAL ASSOCIATE DEGREE (Financial Aid Eligible) |
|-------------------------------|---|------------------|-----------|--|--|--|--|
| FIRST TERM - Fall 2024 | | | | | | | |
| 10103125 | MS Outlook | 2 hours per week | 1 credit | Healthcare Receptionist | | Health Office Professional | Medical Administrative Professional |
| 10103146 | MS Word A | 2 hours per week | 1 credit | Healthcare Receptionist | Medical Billing Specialist ^ | Health Office Professional | Medical Administrative Professional |
| 10103184 | Advanced Document Applications | 4 hours per week | 2 credits | Healthcare Receptionist | Medical Billing Specialist ^ | Health Office Professional | Medical Administrative Professional |
| 10160143 | Medical Office Procedures and Customer Service | 3 hours per week | 2 credits | Healthcare Receptionist | Medical Billing Specialist ^ | Health Office Professional | Medical Administrative Professional |
| 10106146 | Document Management & Editing | 4 hours per week | 3 credits | Healthcare Receptionist | | Health Office Professional | Medical Administrative Professional |
| 10501101 | Medical Terminology | 3 hours per week | 3 credits | Healthcare Receptionist | Medical Billing Specialist ^ | Health Office Professional | Medical Administrative Professional |
| 10103151 | MS Excel A (Medical Administrative Professional and Health Office Professional students will take this course third term) | 2 hours per week | 1 credit | | Medical Billing Specialist ^ | | |
| 10103152 | MS Excel B Corequisite: 10103151 MS Excel A (Medical Administrative Professional students will take this course third term) | 2 hours per week | 1 credit | | Medical Billing Specialist ^ | | |
| 10801196 | Oral/Interpersonal Communication | 3 hours per week | 3 credits | Healthcare Receptionist | | Health Office Professional | Medical Administrative Professional |
| | FIRST TERM TOTAL | | | 15 Credits Healthcare Receptionist | 10 Credits Medical Billing Specialist ^ | 15 Credits Health Office Professional | 15 Credits Medical Administrative Professional |



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|----------------------------------|--|------------------|-----------|---|---|---|---|
| SECOND TERM - Spring 2025 | | | | | | | |
| 10160150 | Telehealth Essentials | 2 hours per week | 1 credit | | | Health Office Professional | Medical Administrative Professional |
| 10103151 | MS Excel A | 2 hours per week | 1 credit | | | Health Office Professional | Medical Administrative Professional |
| 10160140 | Medical Office Administration Prerequisite: 10160143 Medical Office Procedures and Customer Service | 5 hours per week | 3 credits | | Medical Billing Specialist ^ | Health Office Professional | Medical Administrative Professional |
| 10160135 | Medical Documentation Essentials PREREQUISITES: 10501101 Medical Terminology and 10103184 Advanced Document Applications | 5 hours per week | 3 credits | | | Health Office Professional | Medical Administrative Professional |
| 10160134 | Medical Insurance Claims Prerequisite: 10501101 Medical Terminology (Medical Administrative Professional students will take this course third term) | 6 hours per week | 4 credits | | Medical Billing Specialist ^ | | |
| 10196138 | Conflict Resolution and Confrontation Skills | 1 hour per week | 1 credit | | | Health Office Professional | Medical Administrative Professional |
| 10801136 | 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 | | | | 10 Credits Medical Billing Specialist^ | 15 Credits Health Office Professional | 15 Credits Medical Administrative Professional |



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|-------------------------------|--|------------------|-----------|---|--|--|--|
| THIRD TERM - Fall 2025 | | | | | | | |
| 10101176 | Financial Accounting 1A | 2 hours per week | 2 credits | | | | Medical Administrative Professional |
| 10103152 | MS Excel B Corequisite: 10103151 MS Excel A | 2 hours per week | 1 credit | | | | Medical Administrative Professional |
| 10160134 | Medical Insurance Claims Prerequisite: 10501101 Medical Terminology | 6 hours per week | 4 credits | | | | Medical Administrative Professional |
| 10160145 | Medical Administrative Practice Prerequisite: 10160140 Medical Office Administration Corequisite: 10160134 Medical Insurance Claims | 6 hours per week | 4 credits | | Medical Billing Specialist ^ | | Medical Administrative Professional |
| 10160142 | Patient Billing and Reimbursement Prerequisite: 10160134 Medical Insurance Claims (Medical Administrative Professional students will take this course fourth term) | 5 hours per week | 3 credits | | Medical Billing Specialist ^ | | |
| 10510135 | Anatomy, Physiology, and Disease Concepts | 3 hours per week | 2 credits | | | | Medical Administrative Professional |
| 10809196 or 10809172 | Introduction to Sociology or Intro to Diversity Studies | 3 hours per week | 3 credits | | | | Medical Administrative Professional |
| | THIRD TERM TOTAL | | | | 7 Credits Medical Billing Specialist ^ | | 16 Credits Medical Administrative Professional |



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|----------------------------------|---|------------------|-----------|--|---|--|--|
| FOURTH TERM - Spring 2026 | | | | | | | |
| 10105160 | 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 |
| 10160142 | Patient Billing and Reimbursement Prerequisite: 10160134 Medical Insurance Claims | 5 hours per week | 3 credits | | | | Medical Administrative Professional |
| 10801197 | Technical Reporting | 3 hours per week | 3 credits | | | | Medical Administrative Professional |
| 10809198 | Introduction to Psychology | 3 hours per week | 3 credits | | | | Medical Administrative Professional |
| 10890116 | Job Quest | 2 hours per week | 1 credit | | | | Medical Administrative Professional |
| | Elective Course (see below for a list of elective courses) | 3 hours per week | 3 credits | | | | Medical Administrative Professional |
| | FOURTH TERM TOTAL | | | | | | 14 Credits Medical Administrative Professional |
| | TOTAL CREDITS | | | 15 Credits Healthcare Receptionist | 27 Credits Medical Billing Specialist ^ | 30 Credits Health Office Professional | 60 Credits Medical Administrative Professional |



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^ Recommended 3 semester plan for 31-160-5 Medical Billing Specialist students

Note: Courses that are off sequence from the above 4 term plan (i.e. fall term classes listed in spring term) will only be available online.

3 Semester Plan

1st Semester

| Class | Credits |
|---|-----------|
| 10501101 - Medical Terminology | 3 |
| 10103184 - Advanced Document Applications | 2 |
| 10160143 - Medical Office Procedures & Customer Service | 2 |
| 10103146 - MS Word A | 1 |
| 10103151 - Excel A | 1 |
| 10103152 - Excel B | 1 |
| Total | 10 |

2nd Semester

| Class | Credits |
|---|-----------|
| 10160140 - Medical Office Administration | 3 |
| 10160134 - Medical Insurance Claims | 4 |
| 10804123 - Math with Business Apps (Online) | 3 |
| Total | 10 |

3rd Semester

| Class | Credits |
|---|----------|
| 10160142 - Patient Billing & Reimbursement (Online) | 3 |
| 10160145 - Medical Administrative Practice | 4 |
| Total | 7 |

Medical Administrative Professional Recommended Elective Courses (3 credits required):

| | |
|----------|---|
| 10544100 | Communication of Aging (3 credits) |
| 10544105 | Alzheimer's and Dementia (3 credits) |
| 10544111 | Legal and Financial Issues of Aging (3 credits) |
| 10544107 | Death and Dying (3 credits) |
| 10101174 | Quickbooks Accounting - Beginning (2 credits) |
| 10103106 | MS PowerPoint (1 credit) |
| 10103156 | Adobe Photoshop (2 credits) |
| 10106123 | Meeting and Event Planning (3 credits) |
| 10106129 | Web and Social Media Technologies (3 credits) |
| 10196191 | Supervision (3 credits) |
| 10196189 | Team Building and Problem Solving (3 credits) |

Select the required course document 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 canceled. You will be contacted by Student Services with information on other class sections available in alternate formats.



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NORTHWOOD TECH GENERAL EDUCATION COURSE OPTIONS FOR NORTHWOOD TECH ASSOCIATE DEGREE PROGRAMS

Co-enrollment in 99831900 Writing Essentials may be recommended in addition to English Composition 1.

Specific General Education courses are scheduled as requirements for this program. If you have completed General Education 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

[Acceptable Transfer Courses](#)

If you have completed General Education coursework at Northwood Tech in a prior term, the same options will apply for your program requirements. Pending Dean approval, technical diploma coursework (i.e. catalog number beginning with 30, 31, or 32) may also be allowed to meet General Education requirements. NOTE: Technical diploma level coursework may not transfer to a baccalaureate program.^

ELECTIVE COURSES: To meet the elective course 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 10831103, 10834109, 10835103, and 10838104). Pending program dean approval, technical diploma level coursework, i.e. catalog number beginning with 30, 31, or 32, may also be allowed to meet elective course requirements for this program. NOTE: Technical diploma level coursework may not transfer to a baccalaureate program.^

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 Credit for Prior Learning for more information](#)

If you have difficulty accessing this content or notice any accessibility problems, please contact the Northwood Tech Curriculum Office at curriculum.office@NorthwoodTech.edu or 715.752.8128. You will receive a response within 5 business days.

^If considering transferring into a baccalaureate program, please work with the Transfer Coordinator at the college you are interested in transferring to verify status, including if technical diploma level coursework will transfer and if it will transfer, how the credits will be brought in to your future degree.