



**10-160-2 MEDICAL ADMINISTRATIVE PROFESSIONAL (4 YR PLAN)**  
**31-160-1 HEALTH OFFICE PROFESSIONAL**  
**31-160-5 MEDICAL BILLING SPECIALIST**  
**30-160-2 HEALTHCARE RECEPTIONIST**  
**2021-22 PROGRAM CURRICULUM CHECKLIST**  
**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)
<b>FIRST TERM</b>							
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#		Health Office Professional	Medical Administrative Professional
10106110	Document Formatting	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
	<b>FIRST TERM TOTAL</b>	11 hours per week		6 Credits Healthcare Receptionist#	4 Credits Medical Billing Specialist ^	6 Credits Health Office Professional	6 Credits Medical Administrative Professional
<b>SECOND TERM</b>							
10501101	Medical Terminology	3 hours per week	3 credits	Healthcare Receptionist#	Medical Billing Specialist ^	Health Office Professional	Medical Administrative Professional
10160135	Introduction to Healthcare Documentation Prerequisites: 10501101 Medical Terminology and 10106110 Document Formatting	5 hours per week	3 credits			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
	<b>SECOND TERM TOTAL</b>	11 hours per week		3 Credits Healthcare Receptionist#	6 Credits Medical Billing Specialist ^	9 Credits Health Office Professional	9 Credits Medical Administrative Professional

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

Revised 7/16/2021



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<b>THIRD TERM</b>							
10103147	MS Word B Corequisite: 10103146 MS Word A	2 hours per week	1 credit			Health Office Professional	Medical Administrative Professional
10106146	Proofreading for the Office	3 hours per week	3 credits	Healthcare Receptionist#		Health Office Professional	Medical Administrative Professional
10801196	Oral/Interpersonal Communication	3 hours per week	3 credits	Healthcare Receptionist#		Health Office Professional	Medical Administrative Professional
	<b>THIRD TERM TOTAL</b>	10 hours per week		6 Credits Healthcare Receptionist#		7 Credits Health Office Professional	7 Credits Medical Administrative Professional
<b>FOURTH TERM</b>							
10103151	MS Excel A	2 hours per week	1 credit		Medical Billing Specialist ^	Health Office Professional	Medical Administrative Professional
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
	<b>FOURTH TERM TOTAL</b>	9 hours per week			4 Credits Medical Billing Specialist^	8 Credits Health Office Professional	8 Credits Medical Administrative Professional
<b>FIFTH TERM</b>							
10160134	Medical Insurance Claims Prerequisite: 10501101 Medical Terminology	6 hours per week	4 credits		Medical Billing Specialist ^		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
	<b>FIFTH TERM TOTAL</b>	10 hours per week			8 Credits Medical Billing Specialist ^		8 Credits Medical Administrative Professional

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<b>SIXTH TERM</b>							
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 Billing Specialist ^		Medical Administrative Professional
10160142	Patient Billing and Reimbursement Prerequisite: 10160134 Medical Insurance Claims	5 hours per week	3 credits		Medical Billing Specialist ^		Medical Administrative Professional
	<b>SIXTH TERM TOTAL</b>	11 hours per week			4 Credits Medical Billing Specialist ^		6 Credits Medical Administrative Professional
<b>SEVENTH TERM</b>							
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
10XXXXXX	Elective	3 hours per week	3 credits				Medical Administrative Professional
	<b>SEVENTH TERM TOTAL</b>	9 hours per week					8 Credits Medical Administrative Professional



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<b>EIGHTH TERM</b>							
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
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
	<b>EIGHTH TERM TOTAL</b>	12 hours per week					8 Credits Medical Administrative Professional
	<b>PROGRAM REQUIREMENTS</b>			<b>15 Credits</b> Healthcare Receptionist#	<b>26 Credits</b> Medical Billing Specialist ^	<b>30 Credits</b> Health Office Professional	<b>60 Credits</b> 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 8 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
10106110 - Document Formatting	2
10160143 - Medical Office Procedures & Customer Service	2
10103151 - Excel A (Online)	1
<b>Total</b>	<b>8</b>

2nd Semester

Class	Credits
10160140 - Medical Office Administration	3
10103152 - Excel B (Online)	1
10160134 - Medical Insurance Claims (Online)	4
<b>Total</b>	<b>8</b>

3rd Semester

Class	Credits
10804123 - Math with Business Apps (Online)	3
10160142 - Patient Billing & Reimbursement (Online)	3
10160145 - Medical Administrative Practice	4
<b>Total</b>	<b>10</b>

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

#Recommended 2 semester plan for **30-162-2 Healthcare Receptionist** students

Note: Courses that are off sequence from the above 8 term plan (i.e. fall term classes listed in spring term) will only be available online.

2 Semester Plan

1st Semester

Class	Credits
10103125 - MS Outlook	1
10103146 - MS Word A	1
10106110 - Document Formatting	2
10160143 - Medical Office Procedures & Customer Service	2
<b>Total</b>	<b>6</b>

2nd Semester

Class	Credits
10106146 - Proofreading for the Office	3
10501101 - Medical Terminology	3
10801196 - Oral/Interpersonal Communication	3
<b>Total</b>	<b>9</b>

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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.

**NORTHWOOD TECH GENERAL STUDIES 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 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.NorthwoodTech.edu/academic-programs/degree-programs-and-certificates/general-studies-courses/courses>

If you have completed General Studies coursework at Northwood Tech 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 10831103, 10834109, 10835103, and 10838104).

**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.NorthwoodTech.edu/admissions/preparing-for-college/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](mailto:curriculum.office@NorthwoodTech.edu) or 715.234.7082 x5410. You will receive a response within 5 business days.