10-160-2 MEDICAL ADMINISTRATIVE PROFESSIONAL
31-160-1 HEALTH OFFICE PROFESSIONAL
31-160-5 MEDICAL BILLING SPECIALIST
30-160-2 HEALTHCARE RECEPTIONIST
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NORTHWOOD TECHNICAL COLLEGE
ASHLAND*, NEW RICHMOND*, RICE LAKE*, SUPERIOR*, ONLINE
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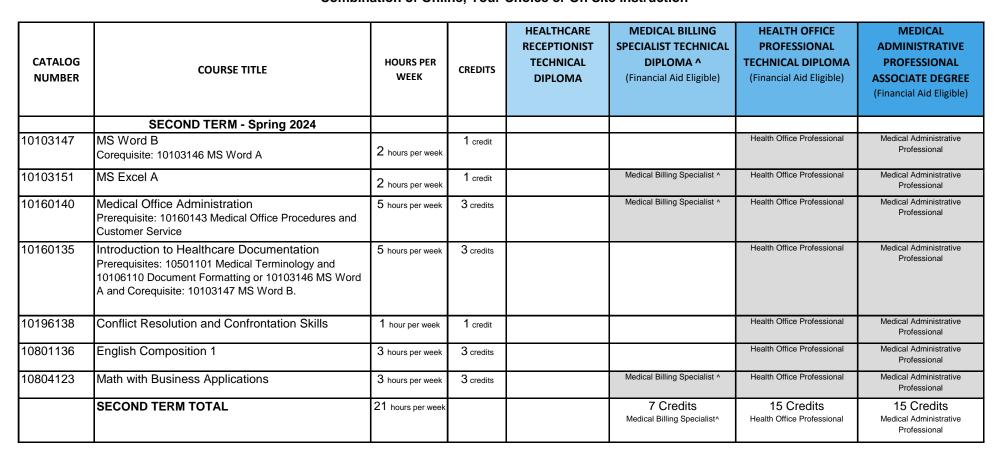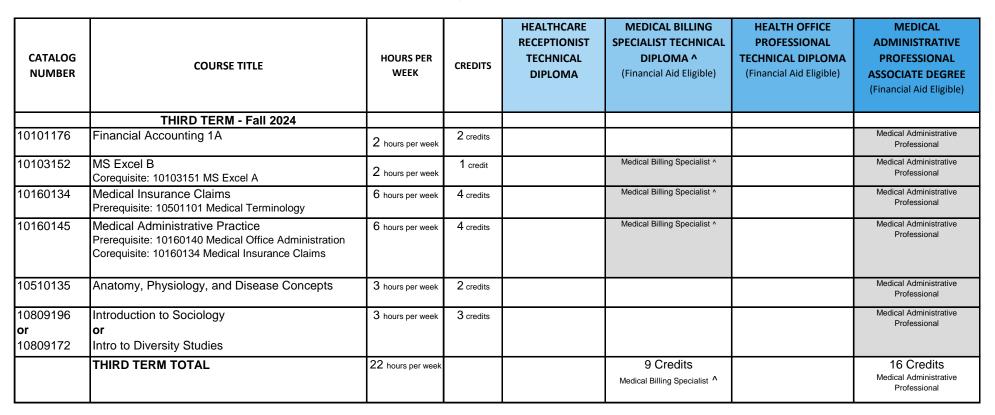
Name/ID _____   Date _____

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 2023						
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
10106146	Proofreading for the Office	3 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
10801196	Oral/Interpersonal Communication	3 hours per week	3 credits	Healthcare Receptionist		Health Office Professional	Medical Administrative Professional
	FIRST TERM TOTAL	20 hours per week		15 Credits Healthcare Receptionist	7 Credits Medical Billing Specialist ^	15 Credits Health Office Professional	15 Credits Medical Administrative Professional

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.   Revised 6/15/2023

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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)
	SECOND TERM - Spring 2024						
10103147	MS Word B Corequisite: 10103146 MS Word A	2 hours per week	1 credit			Health Office Professional	Medical Administrative Professional
10103151	MS Excel A	2 hours per week	1 credit		Medical Billing Specialist ^	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	Introduction to Healthcare Documentation Prerequisites: 10501101 Medical Terminology and 10106110 Document Formatting or 10103146 MS Word A and Corequisite: 10103147 MS Word B.	5 hours per week	3 credits			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
	SECOND TERM TOTAL	21 hours per week			7 Credits Medical Billing Specialist^	15 Credits Health Office Professional	15 Credits Medical Administrative Professional

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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)
	THIRD TERM - Fall 2024						
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
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
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	22 hours per week			9 Credits Medical Billing Specialist ^		16 Credits Medical Administrative Professional

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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)
	FOURTH TERM - Spring 2025						
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 Billing Specialist ^		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 (see below for a list of recommended electives)	3 hours per week	3 credits				Medical Administrative Professional
	FOURTH TERM TOTAL	20 hours per week			3 Credits Medical Billing Specialist ^		14 Credits Medical Administrative Professional
	PROGRAM REQUIREMENTS			**15 Credits** Healthcare Receptionist	**26 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
10106110 - Document Formatting	2
10160143 - Medical Office Procedures & Customer Service	2
10103151 - Excel A	1
10103152 - Excel B	1
Total	**9**

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**

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.

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.   Revised 6/15/2023

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Medical Administrative Professional Recommended Electives (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
10106129	Web and Social Media Technologies (3 credits)
10196191	Supervision (3 credits)
10196189	Team Building and Problem Solving (3 credits)

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 tranfer:

Acceptable Transfer Courses

If you have completed General Studies 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 studies requirements. NOTE: Technical diploma level coursework may not

transfer to a baccalaureate program.^

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).

Effective fall 2022, 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 credit requirements for this program. NOTE:

Technical diploma level coursework may not transfer to a baccalaureate program.^

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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.

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.   Revised 6/15/2023