

MEDICAL OFFICE SPECIALIST



successful completion, you will earn a 48-credit-hour technical certificate and be eligible to complete an associate degree or more advanced degrees at Washburn University.

Job and Salary Outlook

The U.S. Department of Labor reports this career among those with the largest number of job openings. In 2015, according to the Kansas Department of Labor, the average salary in Kansas for an entry-level medical office specialist was \$11.42 an hour or \$23,764 annually. The average wage was \$15.36 an hour or \$31,947 annually.

This career will land you in the fast-growing field of health care. The work might include clerical duties using specific knowledge of medical terminology and hospital, clinic or laboratory procedures. It also might include scheduling appointments, billing patients and compiling and recording medical charts, reports and correspondence. Our program prepares you for entry-level positions and enhances your ability for promotion.

Learning at Washburn Tech

Our medical office assistant training provides extensive instruction in medical terminology and computer software including Microsoft Office, QuickBooks and medical scheduling and billing software. Medical terminology, transcription and research skills are emphasized as well as hands-on practice in operating software and keying documents. The program also includes an introduction to billing and coding. Attending full-day, you can complete the program in two semesters, while half-day students can complete the program in four semesters. Upon

Entry Requirements

Students are required take the ACT WorkKeys and score a minimum of 5 in reading and 4 in math. Other assessments or college coursework can be accepted in place of WorkKeys. Please see a recruiter for details. Students must complete an application and submit an official copy of all transcripts. Incoming students in this program must type at least 25 words per minute.

Certifications

- Microsoft Office Specialist in Word, Excel and Access
- OSHA-10

CONTACT US:

785.670.2200
877.588.7140

For more programs, enrollment and course schedule information, please contact Admissions. Financial Aid is available to those who qualify.

Washburn University Institute of Technology

5724 SW Huntoon St., Topeka, Kan. 66604 | 785.670.2200 | washburntech.edu



MEDICAL OFFICE SPECIALIST

Course Descriptions

Intro to Business Accounting:

develops a foundation for accounting skills and helps students attain an understanding of accounting concepts and learn the importance of accounting for funds in a business

Business Communications:

includes the identification and correct use of parts of speech, punctuation, capitalization and numbers in writing effective sentences and paragraphs

Intro to Accounting Software:

an introduction to accounting software programs using a comprehensive, hands-on training manual to learn computer accounting practices

Word Processing: use Microsoft Office Word software to create and edit basic to advanced documents

Document Processing:

continues the development of basic typing skills and emphasizes the formatting of various kinds of business correspondence, reports, tables, electronic forms and desktop publishing projects from arranged, unarranged and rough-draft sources

Spreadsheet Management:

familiarizes the student with basic and advanced spreadsheet functions

Human Relations: students learn skills to compete in an increasingly competitive work environment

Business Law: provides a basic knowledge of the law and regulations to anyone contemplating a successful career in business

Business Research & Writing:

gives students the knowledge to produce effective business communications in written form

Database Management: covers basic database management skills including creating, maintaining and editing records, files and tables and creating queries, forms and reports

Medical Transcription: acquaints the student with transcription equipment and techniques

Medical Terminology: gives the student a background in basic medical terminology

Medical Office Procedures: provides hands-on practice of front-office skills in a medical setting, both on paper and electronically, using medical office software

CHECKLIST

Meet with recruiter

Take ACT WorkKeys*

Submit transcript(s)

Pay enrollment fee

*some exceptions apply

TOTAL 2017-2018 PROGRAM COSTS (ESTIMATED) - HIGH SCHOOL

Enrollment fee	\$20
Tuition	FREE
All other fees	\$864
TOTAL	\$884

ADDITIONAL ESTIMATED CHARGES

Tools/Books Estimate*	\$779
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TOTAL 2017-2018 PROGRAM COSTS (ESTIMATED) - ADULT

Enrollment fee	\$50
Tuition	\$6,048
All other fees	\$864
TOTAL	\$6,962

ADDITIONAL ESTIMATED CHARGES

Tools/Books Estimate*	\$779
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* A list of required tools/books is on a separate sheet of paper and on our website, WashburnTech.edu. Students also will need to purchase supplies such as (but not limited to) pens/pencils, notebooks/paper, three-ring binder, etc. Students may purchase them at the vendor of their choice.

