



Medical Office Specialist

The Medical Office Specialist program offers a 48 credit technical certificate that is designed to provide students with marketable skills for entry-level medical office positions and enhances their ability to move into advanced positions. This includes extensive training in medical terminology and computer software. Software used includes Microsoft Office (Word, Excel, and Access), 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. Medical Office Specialist candidates must pass the general entrance assessments with a Level 4. It is strongly recommended that candidates type a minimum of 25 words per minute.

Full time students can complete the program in one calendar year. Part time, including high school students, can complete the program in four semesters. Students who successfully complete the program may be eligible to complete their associate's degree at Washburn University.



The program consists of the following courses:

- Business Accounting
- Business Communications
- Business Law
- Database Management
- Document Processing
- Human Relations
- Keyboarding
- Medical Office Procedures
- Medical Terminology
- Medical Transcription
- Spreadsheet Management
- Word processing

*For more program, enrollment, and course schedule information please contact Student Services.
Financial Aid is available to those who qualify.*

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