

# Career Plan of Study

## Medical Office Assistant – 1050 hours

*Administrative Support*

Learner Name \_\_\_\_\_  
 Learner Signature \_\_\_\_\_  
 Parent/Guardian Signature (if required) \_\_\_\_\_  
*This plan of study should serve as a guide, along with other career planning materials, as you continue your career path.*

Date \_\_\_\_\_  
 Advisor Signature \_\_\_\_\_  
 Student Status    Secondary    Post-Secondary

Program Requirements	MAJOR COURSES	Date Completed	Hours	MAJOR COURSES	Date Completed	Hours
	<b>BT00182 – Fundamentals of Technology (1 OK Promise credit)</b>		136	<b>BT00078 – Patient Billing</b>		230
	BMAC 101 - Computer Fundamentals I BMAC 201 - Computer Fundamentals II			BMAF 100 – Bus Math Part 1		
				BMAF 200 - Fundamental Accounting I**		
	<b>BT00014 -Fund of Admin Tech (1 OK Promise credit)</b>			BMAM 102 – Medical Billing 1		
				BMAM 202 - Medical Billing 2		
	BMAC 001 - Telephone Etiquette			<b>BT00106 – Medical Insurance</b>		180
	BMAC 102 - MS Word**		204	BMAM 103 – Introduction to Medical Insurance 1		
	BMAC 103 - Office Procedures			BMAM 203 – Introduction to Medical Insurance 2		
	BMAC 104 - MS Excel**			BMAM 303 – Introduction to Medical Insurance 3		
<b>BT00009 Foundations of Medical Office/Medical Terminology</b>			<b>BT00110– Admin &amp; Info Support – Medical Office Capstone</b>		120	
BMAM 100 - Medical Terminology**			BMAM 400 - Medical Office Capstone I			
BMAM 101 - Medical Office Procedures 1		180	BMAM 401 - Medical Office Capstone II			
BMAM 201 - Medical Office Procedures 2						
<b>** or Brainbench certification score &gt;2.75</b>						

Career Enhancement	Work-based Learning Options		Certifications						
			BrainBench (R) = Required; (E) = Elective						
	Activity		Test	Date	Test	Date	Test	Test	Date
	Job-Shadowing		Computer Fundamentals (R)		MS Word (R)		Medical Billing (R)		
	Internship/Mentorship		Telephone Etiquette (R)		MS Excel (R)		Health Ins (R)		
	OJT		Office Procedures (R)		Med Term (R)		Accts Rec/Billing Fundamentals (E)		
			Customer Assistance (E)		Med Office Skills (R)				