The Blinn College Medical Office Technician (MOT) program provides training to serve in an administrative role in a doctor’s office, hospital or clinic setting. The program is 178 hours of classroom instruction in office operations, healthcare privacy, ethics and laws, basic medical terminology and transcription, patient triage and healthcare computer applications. A dual focus is placed on office skills and healthcare industry knowledge.

Students will practice critical thinking, customer service, professionalism, office etiquette, and professional communication during the office operations course. Theory will be covered during lectures and will be put into action with role-play exercises. Foundational knowledge of medical terminology and basic medical transcription are important topics covered to prepare the student for employment in a healthcare setting. Patient privacy is stressed in all courses through study of HIPPA laws.

Students will practice working with patients from the first call to the office to paying for their visit during Patient Triage. Lastly, an overview of computer applications specific to the industry – such as scheduling software, electronic health records and medical coding software is provided – as well as some hands-on practice. Upon successful completion of all courses students will participate in practice interviews and attend job fairs to secure employment.

### Entrance Requirements
- Possess basic computer skills
- Possess basic reading and writing skills
- Pass a criminal background check
- Pass a drug screen

### Required Textbook
*“How12 – A Handbook for Office Professionals”*
by James L. Clark and Lyn R. Clark
February 18, 2009 ISBN-10: 0324662394

### How to Register
**Register & Pay for class at:**
Hodde Technical Education Center
2810 S. Blue Bell Road
Brenham, TX 77833
979-830-4443
Registration Hours
Monday - Thursday 8am - 7pm
Friday 8am - 3pm

**Register & Pay for class at:**
Bryan Workforce Education Center
301 Post Office Street
Bryan TX 77805
979-209-7205
Registration Hours
Monday - Thursday 8am - 7pm
Friday 8am - 3pm

### UPCOMING CLASSES

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