

Medical Office Specialist (BTC) Enrollment Form

Welcome to the CEI Medical Office Specialist Program and the beginning of your healthcare career!

The Medical Office Specialist Basic Technical Certificate (BTC) program at CEI prepares students to provide non-clinical administrative support at medical practices and healthcare facilities. Through this program, students will gain a solid foundation in medical terminology, ethics, administrative skills, common office software, and entry-level medical billing and coding.

Students who complete the BTC in Medical Office Specialist will be equipped to enter the workforce quickly, with the option to progress into the more comprehensive Medical Assistant Intermediate Technical Certificate (ITC) program to further enhance their qualifications and career prospects.

Individuals should give careful thought and consideration to the physical and mental demands of the Medical Office Specialist program and the pressures involved in undertaking the responsibilities of being a healthcare student. Medical Office Specialist is a demanding discipline. We urge you to recognize the commitment essential to be successful in the program.

Enrollment Deadlines & Requirements

Candidates are admitted each fall and spring semester. Enrollment forms for fall semester are due August 10th and enrollment forms for spring semester are due January 5th. Candidates are enrolled based on available space and meeting the minimum criteria does not guarantee admission.

Enrollment Process

Students must enroll as a College of Eastern Idaho (CEI) student and select the Medical Office Specialist Program by following the steps below:

Step 1: Meet with an Admissions Counselor

- All CEI students are encouraged to contact an admissions counselor at admissions@cei.edu for guidance, enrollment questions or change of program steps.

Step 2: Complete the CEI Enrollment Application

- Navigate to CEI's enrollment page at: [CEI Enrollment Application](#)
- Create a user account and/or sign in.
- Select "Create a New Application" and then "Start Admissions Application."

- Follow the prompts to complete the application and select Medical Office Specialist as your program of study.
- Submit all required enrollment documentation. Speak with an advisor to determine if you require a placement exam.

Step 3: Complete Medical Office Specialist Enrollment Form

- Upload a signed copy of this Medical Office Specialist Enrollment form in the supplemental section of your [CEI application](#).

Length of Program

The Medical Office Specialist Program is a 1-semester program starting each fall and spring semester.

Program Progression

All classes must be passed with a minimum grade of C+ (77%) to complete the program.

Degree

Upon successful completion of the program, students will receive a Basic Technical Certificate (BTC) from CEI.

Program Costs

In addition to tuition fees, students can expect to spend approximately \$500 on books, supplies, and miscellaneous fees. This program is not financial aid eligible.

Additional Program Requirements

- The Medical Office Specialist program is offered entirely online and delivered asynchronously.
- Students are required to access weekly instructional materials and submit assignments by indicated due dates.
- Regular communication with course instructors is expected to ensure success.
- The program manager will provide orientation and serve as the primary contact for program-related inquiries.

Certifying Statement

I acknowledge that I have read and understand the information in the Medical Office Specialist Enrollment form and the program requirements outlined above. I understand that felony convictions, misdemeanor convictions, and impaired driving (alcohol, drugs, etc.) charges while may prevent me from obtaining employment.

Printed Name

Signature

Date