

## Campus Location

Lemley Campus, Health Sciences Center

## Occupational Focus

If you like organizing and maintaining a well-run office and enjoy working with people in a health care environment, Tulsa Tech's Medical Assistant program offers a career that satisfies both interests. You will study medical law, ethics, terminology, the form and functions of the human body, and how to assist in the examination room. You will also learn general office procedures, front office techniques, computer-related skills, coding and how to run tests on and take vital signs of patients and back office techniques such as administering injections and performing blood draw. On the way to becoming a highly-skilled professional who can manage the business end of a medical office and assist with patient care, you will complete a 165-hour internship in a medical office applying classroom and lab skills. Not only will you be prepared to take the exam for certification as a Registered Medical Assistant, but also can apply credit earned towards an associate or bachelor degree.

For information concerning working conditions, physical requirements, employment and job outlook please refer to the Occupational Outlook Handbook (OOH), 2010-11 Edition at <http://www.bls.gov/oco/>.

## Who Can Attend?

High school seniors  
Adults

## Scheduling Information

Note: Certification Exam Requirement Option -- 100 hours  
High school students - One year program beginning in August  
--Morning session - 7:55 - 10:40 am  
--Afternoon session - 11:55 - 2:40 pm  
Adult students -- 1 Semester  
--7:55am - 2:40pm

Check with Admissions Office at 918.828.5260 for start dates.

## Entrance Requirements

- High school seniors only
- Adult students
- Basic computer literacy
- In this career major, students that do not currently have Medical Terminology and Anatomy & Physiology credit will begin Medical Terminology and Anatomy & Physiology classes approximately 6-8 weeks prior to beginning the rest of their career major classes. Contact the Health Information Line at 828-1216 for exact dates and times

## Additional Requirements

Prior to the start of the clinical practicum, students must:

- Undergo a criminal background check including sex offender registration as required by the Oklahoma Child Care Facilities Licensing Act that requires individuals providing care to children under the age of 18 to be free of any criminal history that would indicate a potential for violent abuse against another person. There is a \$49 fee for adults and no charge for high school students.
- Provide verification of immunizations through vaccination records, titer (blood test) results, or declination statements. A list of specific immunizations may be obtained through the Health Sciences Center by calling 828-1216.
- Have a current American Heart Association CPR for the Healthcare Provider card.
- Provide transportation to clinical sites.
- Adult students must pay a \$22 liability insurance fee for clinicals.

## Career Majors

### Basic Medical Assistant - 630 Hours\*

Students in this major will learn the role of the basic medical assistant. They will learn a brief history of medicine, the characteristics needed to be a medical assistant, how to gather information for the patient history, and patient assessment, and how to assist in minor office procedures. Curriculum content will also include methods of practicing good ethical behavior, communication skills, phlebotomy, and other basic skills related to assisting in a medical office. Students will be provided the opportunity to use the theory content in practical clinical experiences. In this Career Major, Core Medical Terminology and Anatomy and Physiology are taught.

\*Career major, courses and hours are subject to change without notice

## Tuition

No charge for high school students within Tulsa Tech District  
Adult - \$2.50/hour\*

\*Tuition subject to change without notice

## Books/Supplies

No charge for high school students within Tulsa Tech District  
Additional costs for adults is approximately \$450 (subject to change). Lab fees - \$75 (no charge for high school students)

## College Credit

College credit is available for the majority of Tulsa Tech's full-time programs through Rogers State University, Oklahoma State University-IT or Tulsa Community College. Advanced standing credit may also be granted for some of our programs. The number of hours varies depending on the program length, the college granting the credit, and the student's plan of study. Check with your Tulsa Tech counselor for more information.

## Credentials/Industry Certifications

Graduates of the program who are 18 years or older are eligible to sit for the Registered Medical Assistant examination. Upon passing this examination, they may use the initials RMA after their name. Graduates of the program who are 18 years or older are eligible to sit for the Registered Phlebotomist examination.

## Employment Opportunities

Medical Assistant

## Tulsa-Area Salary

\$10.60 - \$14.08/hour

## Financial Aid

Scholarships are available for eligible students. Call 918.828.5280 or email [financialaid@tulsatech.org](mailto:financialaid@tulsatech.org). For the most up-to-date and complete information on scholarships and grants please visit [www.tulsatech.edu](http://www.tulsatech.edu).

## Application Process

High school students see Tulsa Tech career counselor or sending school counselor.

Adults contact Tulsa Tech Admissions and Enrollment office at 918.828.5260, email [admissions@tulsatech.org](mailto:admissions@tulsatech.org) or check out our website at [www.tulsatech.edu](http://www.tulsatech.edu).

*NOTE: Some programs have additional admissions criteria. For specific program requirements and applicable prerequisites, contact Admissions at 918.828.5260.*

## Courses by Career Majors

### Basic Medical Assistant - 630 Hours\* (High School)

#### 1st Semester

Pharmacology  
Anatomy and Physiology I  
Introduction to Medical Office Clinical Procedures - Part I  
Introduction to Medical Office Clinical Procedures - Part II  
Core Medical Terminology

#### 2nd Semester

Anatomy and Physiology II  
Administrative Medical Office Procedures I  
Administrative Medical Office Procedures II  
Introduction to Medical Assisting  
Medical Assisting Clinical Experience

## Courses by Career Majors

### Basic Medical Assistant - 630 Hours\* (Adult)

Pharmacology  
Anatomy and Physiology I  
Introduction to Medical Office Clinical Procedures - Part I  
Core Medical Terminology  
Introduction to Medical Office Clinical Procedures - Part II  
Anatomy and Physiology II  
Administrative Medical Office Procedures I  
Administrative Medical Office Procedures II  
Introduction to Medical Assisting  
Medical Assisting Clinical Experience

*\*Career major, courses and hours are subject to change without notice*

Tulsa Tech does not discriminate on the basis of race, color, religion, national origin, gender, age, marital or veteran status, or disability.

Tulsa Tech is accredited by the Oklahoma Department of Education, the Oklahoma Board of Career & Technology, & the North Central Association--Commission on Accreditation & School Improvement.

Also, where available, our programs are accredited by the specific industry standards associated with their industry.

To remain current with the demands of business and industry, curriculum is periodically revised. The revision may change the number of Tulsa Tech classes that apply toward the college credit. The number of credit hours identified in the agreement the year the student completes the class will determine the credit hours the student receives. Conditions are based on the actual agreements and are subject to change annually.