

MEDICAL ASSISTANT

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 2008-09 Occupational Outlook Handbook (OOH) 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 - 10:55 am

--Afternoon session - 11:55 - 2:55 pm

Adult students -- 1 Semester

--7:55am - 2:55pm

Check with Admissions Office at 918.828.5260 for start dates.

Entrance Requirements

High school seniors

- 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 \$15 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 -or- a current American Red Cross CPR for the Professional Rescuer card.
- Provide transportation to clinical sites.
- Adult students must pay a \$22 liability insurance fee for clinicals.

Career Majors

Basic Medical Assistant - 630 Hours*

Core First Aid and Healthcare Provider CPR is included in this career major. Students in this major learn about airway management, how to perform patient assessment, how to respond and treat patients in common medical emergencies, and how to manage trauma patients. They will gain fundamental knowledge of EMS operational roles and responsibilities, including ethics, to ensure safe and effective response, scene management, and transport of patients. Students practice in a variety of settings as chosen by the instructor. Students must obtain EMT-Basic certification to work in this field.

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

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Tuition

No charge for high school students within Tulsa Tech District.

Adult -\$2.50/hour*

**Tuition subject to change without notice.*

Books/Supplies

No textbook 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 for detailed information.

Application Process

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

Adult application packets are available in the counseling offices on each Tulsa Tech campus. For any questions regarding the application process, contact Tulsa Tech Admissions and Enrollment office at 918.828.5260, email admissions@tulsatech.org or check out our website at www.tulsatech.edu.

Courses by Career Majors

Basic Medical Assistant - 630 Hours*

Introduction to Medical Assisting

Core Medical Terminology

Anatomy and Physiology I

Anatomy and Physiology II

Pharmacology

Introduction to Medical Office Clinical Procedures (Part 1)

Introduction to Medical Office Clinical Procedures (Part 2)

Medical Assisting Clinical Experience

Administrative Medical Office Procedures

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