

Campus Location

Peoria Campus

Occupational Focus

With an unprecedented demand for professionals in all areas, the health industry has a special need for persons who can multi-task in managing health information in a computerized office environment. Tulsa Tech's Medical Administrative Services program provides a background in medical terminology, medical coding, basic office procedures, medical office communications, and medical transcription using computer applications. You will also become familiar with patient billing and collection procedures in addition to basic customer service skills. With the solid foundation this program provides, you may opt for immediate employment in a one-person office or as a critical team member, enroll in a more advanced TTC administrative or information technology-related program, or apply credit toward an associate or bachelors degree. Whatever your choice, you will be prepared for success.

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 students
Adults

Prerequisite(s)

Basic computer literacy

Scheduling Information

One year program beginning in August
Check with Admissions Office at 918.828.5260 for start dates.
Three hours daily
--Morning session - 7:55 - 10:40 am
--Afternoon session - 11:55 - 2:40 pm

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
Adult see campus bookstore

Career Majors

Medical Office Assistant - 990 Hours*

This major prepares students for entry-level employment in a variety of health care facilities. Students learn administrative routines and procedures followed in a medical office including correct medical terminology and advanced computer skills. Medical office accounting procedures, including patient billing and processing medical insurance claims, are covered. Students learn about major insurance programs and federal health care legislation. Students gain skills required for numerous industry-related certifications.

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

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

Brainbench

Employment Opportunities

Administrative Medical Assistant, Insurance Clerk, Billing Clerk, Receptionist, Admitting Clerk, Medical Records Clerk

Tulsa-Area Salary

\$10.58-\$14.14/hour

Financial Aid

Scholarships are available for eligible students. Call 918.828.5280 or email financialaid@tulsatech.org. For the most up-to-date and complete information on scholarships and grants please visit 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 or check out our website at www.tulsatech.edu.

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

MEDICAL ADMINISTRATIVE SERVICES

www.tulsatech.edu
2010-2011

Courses by Career Majors

Medical Office Assistant - 990 Hours*

Fundamentals of Technology
Fundamentals of Administrative Technologies
Fundamentals of Administrative Technologies II
Foundations of Medical Office/Medical Terminology
Patient Billing
Medical Insurance
Career Major Capstone

**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.