

# MEDICAL ADMINISTRATIVE SERVICES

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

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

## 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*

## 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

## 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

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## 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](mailto:financialaid@tulsatech.org) for detailed information.

## 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).

## 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

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PENDING APPROVAL