

Medical Administrative Services

Description

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.

- Understand & interpret medical terminology
- Transcribe chart notes & correspondence, create billing statements & develop administrative skills used in the medical office
- Use the same computer software found in the medical office industry
- Learn to apply Health Insurance Privacy & Portability Act (HIPAA) regulations
- Develop a foundation in insurance billing practices

College Credit

College credit may be available through TCC, RSU, or OSU-Institute of Technology. For more details call the college relations office at 918-828-5205. All college credit is awarded by the college/university.

Prerequisites

Basic computer literacy

Credential/Industry Certifications

Completion certificate

Career Majors/Courses

Medical Office Assistant

Courses

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

Employment Opportunities

Tulsa Tech's Career Placement Services team builds partnerships with Tulsa area businesses & industry to create opportunities for work-based experiences and job placement. Job search assistance is provided before and after graduation. Services include with employment information, resume building, refining interview skills and life-time access to the Tulsa Tech Job Connect database. Call Career Placement Services at 918-828-5270 or visit www.tulsatech.edu/jobconnect / email jobconnect@tulsatech.edu.

2009-2010 year completion & placement data:

- Total Enrolled: 29
- Completion: 76%
- Completed on-time: 100%
- Job Placement: 43%
- Returning Students: 0%
- OPE ID: 005311 / CIP: 51.0707

Application Process

Apply ON-LINE at www.tulsatech.edu/apply. Applications can also be obtained in the counseling offices on any of the campuses; at the Career Services Center located on the Memorial Complex; or by calling 918-828-5200.

Campus Location

Peoria Campus
3850 North Peoria
Tulsa, OK 74106-1619
(918) 828-2000
FAX (918) 828-2009

Area Salary

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/>.

Salary information can be found at The Occupational Information Network (O*NET) Resource Center at <http://www.onetonline.org/>. O*NET-SOC Code: 43-6013.00

Who Can Attend?

Adults

Tuition/Fees/Books

- Tuition: \$2,722.50 - \$2,838.75
- Lab & Required Fees: \$267.50
- Additional Required Costs: \$97
- Optional Fees: \$249 - \$353

Additional required costs: books, equipment, tools, uniforms & supplies.

Scheduling Information

Adults / 9-21 months Adult sessions:

1/2 Day: 7:45 - 10:45 A.M. / 11:50 - 2:50 P.M.

Day: 7:45 A.M. - 2:50 P.M.

Check with Admissions Office at 918-828-5260 for start dates.

Financial Aid

Financial assistance is available through several options at Tulsa Tech. For the most up-to-date information, call 918-828-5280 or visit www.tulsatech.edu. Some career majors are eligible for federal financial aid. To apply, go to: www.fafsa.ed.gov.