

## MEDICAL OFFICE ASSISTANT 2023-24

Class Meets: Monday - Friday  
Class Time: 8:00 am to 3:00 pm

Instructor: Nicole Metzger  
1050hrs - 9 mos

This program prepares students to maintain patients' records using universally recognized coding systems that ensure compliance with federal regulations and insurance requirements. In addition to learning International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) coding principles, students also learn medical office accounting procedures and medical insurance claim processing. Medical terminology and administrative routines and procedures specific to a medical office are covered. Students gain skills required for numerous industry-related certifications.

<b>TUITION.....</b>	<b>\$ 2,625.00</b>
1st Semester .....	\$ 1,312.50
2nd Semester .....	\$ 1,312.50
 <b>TEXTBOOKS .....</b>	 <b>\$ 363.70</b>
Costs are approximate and subject to change. Students are required to purchase certain textbooks and all workbooks. This is a separate cost, not covered by your tuition or students needs fee. Textbooks may be purchased from either the GPTC Bookstore or a different vendor of your choice. Students will be instructed as to which books to purchase.	
<b>TOTAL STUDENT NEEDS FEES.....</b>	<b>\$ 200.00</b>
Certified Medical Administrative Assistant Certification Test.....	\$ 200.00
 <b>MISC. EXPENSES.....</b>	 <b>\$ 59.50</b>
These are additional costs, and are not charged against Pell, Post 911 and/or some funding agencies. These are considered out of pocket expenses.	
Headphones- may be purchased from vendor of your choice.....	\$ 15.00
School Supplies - may be purchased from vendor of your choice.....	\$ 34.50
Student Organization Fee (BPA).....	\$ 10.00
 <b>TOTAL COST FOR PROGRAM.....</b>	 <b>\$ 3,248.20</b>

Tuition and fees or documentation from your funding agency is due by the first day of class each semester. Students who are enrolled in a career major for more than 10 scheduled school days will be responsible for the full semester's tuition and fees, regardless of enrollment or funding status.

**TUITION AND FEES WILL NOT CHANGE WHILE A STUDENT IS ENROLLED IN THE PROGRAM**

**FUNDING AGENCIES:**

Please contact GPTC before issuing a payment for student's tuition and fees.