

WHAT DO WE
STUDY?

Computer Skills

software, hardware, file storage and organization, cloud computing, typing

Microsoft Office*

Word, Excel, PowerPoint, Outlook

Medical Terminology**

Learn word parts, commonly used prefixes, suffixes, root words, intro to anatomy & physiology

Medical Office Procedures

answering the phone, scheduling appointments, identifying medical emergencies, providing excellent customer service, introduction to diagnosis and procedure coding, health insurance, medical billing, navigating an electronic medical record

CAREER
READINESS

- Hands-on learning with simulated medical office area and real-world scenarios
- Collaboration with other programs
- Resume and job search assistance
- Advice from industry professionals
- Earn certifications
 - Microsoft Office
 - Medical Administrative Assistant
- Earn advanced standing credit at CU*
- Meet Med Term prerequisite for LPN class**

INDUSTRY
RECOGNIZED
CERTIFICATIONS

IDEAL
CANDIDATES

CONTACT US

For more
information:

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or

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(580) 250-5535
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Someone who wants to...

- learn 21st century skills
- learn basic office skills
- work in a medical office, hospital, or other healthcare setting
- go into nursing
- run their own medical practice
- be an office manager
- explore a career in medical coding and/or billing