

MEDICAL OFFICE ADMINISTRATION 2024-25

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

Instructor: N. Metzger
500 hours - 9 months

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.

TUITION		\$1275.00
1 st Semester	\$637.50	
2 nd Semester.....	\$637.50	
MEDICAL OFFICE ADMINISTRATION FEE		\$590.00
Costs are approximate and subject to change. The MOA fee includes additional costs of required materials, such as books and technology, as well as certification tests.		
Textbooks (Desk Copies).....	\$0.00	
Online Curriculum.....	\$265.00	
Certiport Certification Fee.....	\$100.00	
NHA CMAA Certification Exam.....	\$125.00	
Technology Fee.....	\$100.00	
MISC. EXPENSES		\$59.50
These are additional costs and are not charged against Pell, Post 911, and/or some funding agencies. These are considered out-of-pocket expenses and are approximate costs.		
Headphones.....	\$15.00	
Misc. Supplies.....	\$34.50	
Student Organization Fee.....	\$10.00	
TOTAL COST FOR PROGRAM		\$1924.50

Tuition and fees or documentation from your funding agency are due by the first day of class each semester. Students who are enrolled in a program for more than 10 scheduled school days will be responsible for the full semester's tuition and fees, regardless of enrollment or funding status. Out-of-district adult students will pay in-district tuition plus \$1000 for an "out-of-district" fee. 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.