GREAT PLAINS
Technology Center

MEDICAL OFFICE ADMINISTRATION
2024-25

Class Meets: Monday - Friday   Instructor: N. Metzger

Class Time: 8:00 am to 3:00 pm   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**
1st Semester ……………………………………………	$637.50	
2nd 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**

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

Board Approval: 5/7/2024