

MEDICAL OFFICE ADMINISTRATION

Description

Students focus on becoming administrative professionals working in a variety of in-patient and outpatient health care facilities, where they are responsible for administrative, non-clinical duties. Students receive specialized training and hands-on practice in office procedures, patient records, scheduling, customer service, MS Office applications, medical terminology, electronic health records, insurance and billing, medical coding and HIPAA compliance.

Employment Options

Additional training may be required for some options listed:

Clinic Office Assistant, Front Desk Receptionist, Medical Office Specialist, Medical Receptionist, Medical Secretary, Physician Office Specialist, Secretary, Unit Clerk, Unit Support Representative, Ward Clerk

Approximate Pay Potential: $15-29/Hour

Targeted Certifications or Credentials

Administrative Medical Assistant
Certified Medical Administrative Assistant (NHA)

Certifications may vary by Program and are subject to change without notice.

Contact Us

For Current Tuition Rates, Enrollment Options, or Any Other Questions, Please Contact Student Services at 580.223.2070



Scan the QR Code for More Info.

Application

Applicants must complete a SouthernTech Application for Admission. Additional information and applications are available at the SouthernTech campus and online at **www.sotech.edu**. Enrollment for this program is open to adults and partnering High Schools (juniors/seniors).

Tuition

In-District Secondary Student: Free

Post-secondary Student (in-district): $2.50 per hour

Post-secondary Student (Out-of-District): $5 per hour

Post-secondary Student (Out-of-State): $7.50 per hour

Additional costs may include books, supplies, and miscellaneous fees.

Financial Aid & Scholarships

This program is not approved for Federal Financial Aid; Payment Plans and Scholarships may be available.

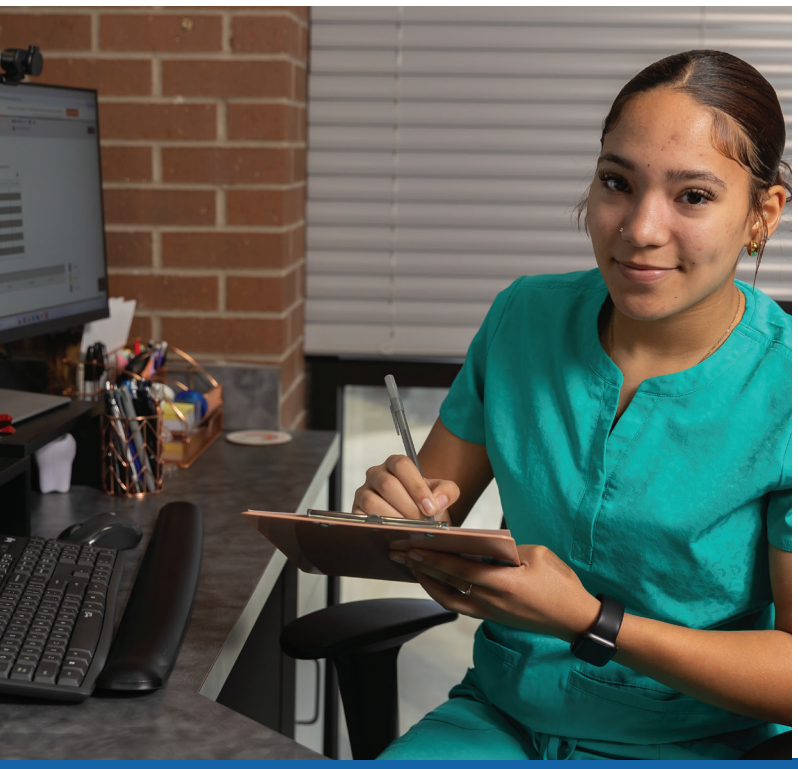
Student Organization

Business Professionals of America (BPA)

Schedule

Secondary: 8:00-11:00 AM or 12:45-3:45 PM

Postsecondary: 8:00-11:00 AM or 12:45-3:45 PM





Program Costs*

***Program Costs are subject to change.**

Tuition Cost (480 Hrs)	
In-District	$1,200.00
Out-Of District	$2,400.00
Out of State	$3,600.00

Cost of Tuition includes costs for Book, Supplies, and Fees.

Additional Supplies Required (Student's Responsibility to Purchase):

Regular School Supplies
Scrub Set
Professional Dress Attire

SOUTHERN TECH | *Where Education* ***Empowers.***

SouthernTech does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, or veteran status in its programs and activities. If you have inquiries regarding SouthernTech's non-discrimination policies, you may contact the designated Title IX Coordinator, Alisha Mason, at amason@sotech.edu, titleixcoord@sotech.edu, and 580-224-8270 or the 504 Coordinator, Angela Leu, at aleu@sotech.edu, 504coord@sotech.edu, and 580-224-8381.

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