



Financial Aid and Scholarships

Financial aid and scholarships are available for qualifying students.

Student Organization

Business Professionals of America (BPA)

Schedule

Adults (Half Time) 8:00-11:00 AM or 12:45-3:45 PM
Adults (Full Time) 8:00-11:00 AM and 12:45-3:45 PM
High School Students: 8:00-11:00 AM or 12:45-3:45 PM

Program Details

Medical Office

Course	Hours
Foundations of Medical Office/Medical Terminology	240
Fundamentals of Technology	120
Fundamentals of Administrative Technologies	120
Career Major Capstone I	45
Patient Billing	180
Medical Insurance	120
Electronic Health Record I	120
Career Major Capstone II	105
Total	1050
<i>Estimated time to complete (Full Time)</i>	<i>1 year</i>
<i>Estimated time to complete (Half Time)</i>	<i>2 years</i>

Targeted Certifications and/or Credentials

- Career Tech (CT) Fundamentals of Technology
- CT Administrative Medical Assistant
- National Healthcareer Association (NHA) Certified Medical Administrative Assistant
- NHA Certified Electronic Health Record Specialist

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

Employment Options

The following list is associated with the approved SOC (Standard Occupational Classification) for this program and does not necessarily represent immediate opportunities; additional training may be required for some options listed.

Admissions Coordinator, Billing Coordinator, Health Unit Coordinator, Medical Office Specialist, Medical Secretary, Patient Coordinator, Physician Office Specialist, Unit Secretary, Unit Support Representative, Ward Clerk –
Approximate Pay Potential: \$10-24/Hour.

Description

Experience the best of three quickly growing career areas--business management, information technology and health care—all in one! Students develop and apply computer application skills as they learn to integrate and use technology to perform business office procedures and management for health care practices. Join other medical office professionals with training necessary to support medical professionals by developing skills in these areas: medical terminology, anatomy, electronic health records, health insurance, patient billing, medical coding and HIPAA compliance. Instruction is designed so students experience hands-on training by completing real-world business or health projects and mastering use of electronic health record systems used in medical facilities. Additionally, students have an opportunity to train with other medical office professionals by completing an internship hosted at area facilities.

Students can earn CMAA (Certified Medical Administrative Assistant) certification and up to 15 hours of advanced college credit through Murray State College. High school students can also earn 2 computer science credits toward graduation requirements.

Application

Applicants must complete a Southern Tech Application for Admission. Additional information and applications are available at the Southern Tech campus and online at www.sotech.edu. Enrollment for this career major is open to partnering High Schools (juniors/seniors) and Adults.

Tuition

High School Student: Free. Adult Student (in-district): \$2.50 per hour; Adult Student (Out-of-District): \$5 per hour; and Adult Student (Out-of-State): \$7.50 per hour. Additional costs may include books, supplies, and miscellaneous fees.