Administrative Assistant Medical

Industry Certifications | License

Medical Administrative Assistant (CMAA)
Certified Professional Coder (CPC)
Medical Office Assistant (NCC)
Oklahoma Career Readiness Certification (CRC)

Quick Facts

Average Salary: $14.25/hr
Students: Adult & High School
Campus: Sapulpa Only
Times: Morning, Afternoon, Full Day

Scheduling Information

Sapulpa: 8:25am – 11:15am
12:25pm – 3:15pm
High school students attend morning or afternoon. Adults can choose from morning, afternoon or all day. Restrictions apply. Most classes follow the traditional August – May schedule. Ask about classes with Controlled Entry/Exit Options.

Entrance Requirements

Enrollment is open to in-district adults and high school juniors and seniors.

Application Process

Applications are available online at www.CentralTech.Edu, on Central Tech campuses and high schools in our district. Return completed application to a Central Tech Recruiter or high school counselor. Additional information may be required.

Financial Aid

Financial aid is defined as any grant, part-time employment, scholarship, or other federally funded program. Students with financial need may be eligible - applies to career majors of 600 hours or more. Central Tech Federal School Code: 009694
Application for Federal Student Aid (FAFSA)
www.fafsa.ed.gov

College Connection

Get specific college connection information by contacting the college credit advisor.

Career Majors

Estimated Tuition Books & Fees

Medical Office Assistant

Estimated Tuition

Class time by hours | 1200 clock hours
120 FUNDAMENTALS OF TECHNOLOGY
120 FUNDAMENTALS OF ADMINISTRATIVE TECHNOLOGIES
180 FOUNDATIONS OF MEDICAL OFFICE/MEDICAL TERMINOLOGY
180 PATIENT BILLING
180 MEDICAL INSURANCE
120 ELECTRONIC HEALTH RECORDS I
180 ICD9-CPT CODING
120 CAREER MAJOR CAPSTONE

Tuition: $1800| Fees: $142 |
Books & Supplies: $1011.90 |
Certification: $161.00 | Cost: $3114.90

Medical Insurance Coder

Estimated Tuition

Class time by hours | 900 clock hours
120 FUNDAMENTALS OF TECHNOLOGY
120 FUNDAMENTALS OF ADMINISTRATIVE TECHNOLOGIES
180 FOUNDATIONS OF MEDICAL OFFICE/MEDICAL TERMINOLOGY
180 PATIENT BILLING
180 MEDICAL INSURANCE
120 CAREER MAJOR CAPSTONE

Tuition: $1350| Fees: $142 |
Books & Supplies: $483 |
Certifications: $109.95 | Cost: $2084.95

*Career Major costs are subject to change.