

# Administrative Medical Assistant

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## Industry Certifications | License

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

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## Quick Facts

**Students:** Adult & High School  
**Campus:** Sapulpa Only  
**Times:** Morning, Afternoon, Full Day

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## 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.

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## Entrance Requirements

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

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## Application Process

Applications are available online at [www.CentralTech.Edu](http://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.

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## 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 Programs of 600 hours or more. Central Tech Federal School Code: **009964**

Free Application for Federal Student Aid (FAFSA) [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

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## College Connection

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

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## Programs

### Administrative Medical Assistant

This Program prepares students for entry-level employment in a variety of health care facilities. Students learn administrative routines and procedures followed in a medical office including correct medical terminology and advanced computer skills: Medical office accounting procedures, including patient billing. Students gain skills required for numerous industry-related certifications. Background check is required.

#### Class time by hours | **1050 clock hours**

120 Introduction to Admin. Assistant - Medical I  
120 Anatomy and Physiology  
120 Foundations of Technology  
120 Introduction to Admin. Assistant - Medical II  
60 Employment Preparation  
180 Admin. Medical Office Procedures  
165 Electronic Health Records I and II  
165 Internship/Employment Preparation

**Tuition: \$1575|Fees: \$139|Books & Supplies: \$397.50|  
Certification: \$180.00|Cost: \$2291.50**

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### Medical Coder – Adult Only

This Program provides the knowledge and skills to enter into the medical billing and coding career. Instruction includes medical terminology, anatomy and physiology, procedural coding, diagnostic coding, insurance and safety as well as analyzing medical records for correct code assignments. Become a Certified Professional Coder (CPC-A). Medical coding is a critical part of the medical office industry as submitting the appropriate reimbursement into the medical practice. Background check is required. Prerequisite: High school diploma or GED.

#### Class time by hours | **1050 clock hours**

120 Introduction to Coding I  
120 Anatomy and Physiology  
120 Introduction to Coding II  
105 Patient Billing  
60 Employment Preparation  
525 ICD/CPT Coding

**Tuition: \$1575|Fees: \$229|Books & Supplies: \$607.40|  
Certifications: \$600|Cost: \$3011.40**

**\*Program costs are subject to change.**