

BUSINESS ADMINISTRATIVE TECHNOLOGY MEDICAL OFFICE ASSISTANT CERTIFICATE

CERTIFICATE

This program is designed for those who wish to update their office skills by using specific knowledge of medical terminology, scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Credits Required: 27-28
Contact: Lori Ford
620-820-1242
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Concentration Requirements **27-28**

| | | | |
|--------------------------|----------|---------------------------|-------|
| <input type="checkbox"/> | OTEC 106 | Formatting | 3 |
| <input type="checkbox"/> | OTEC 124 | Medical Terminology | 3 |
| <input type="checkbox"/> | OTEC 133 | Medical Coding ICD | 3 |
| <input type="checkbox"/> | OTEC 140 | Business English | 3 |
| <input type="checkbox"/> | | Concentration Electives * | 15-16 |

Recommended Course Sequence
SEM 1: OTEC 106, OTEC 124, OTEC 133, OTEC 140,
SEM 2: Concentration Electives

Student Organization
Phi Beta Lambda (PBL)

After Completion
The majority of jobs will be found in medical offices of clinics, doctors' offices, and hospitals. Students may continue with their education by obtaining an Associate in Applied Science in Medical Administrative Assistant.

*** Select 15-16 hours from the following:**

| | | | |
|--------------------------|----------|----------------------------------|-----|
| <input type="checkbox"/> | OTEC 111 | Records Mgmt. & Database App | 3 |
| <input type="checkbox"/> | OTEC 122 | Office Internship I | 1-3 |
| <input type="checkbox"/> | OTEC 125 | Advanced Medical Terminology | 3 |
| <input type="checkbox"/> | OTEC 128 | Medical Transcription | 2 |
| <input type="checkbox"/> | OTEC 134 | Medical Coding CPT | 3 |
| <input type="checkbox"/> | OTEC 137 | Medical Office Applications | 3 |
| <input type="checkbox"/> | OTEC 155 | Word Processing (Microsoft Word) | 3 |

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 82. Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 31 for complete Placement information. All first-time, full-time students with fewer than 15 credit hours after high school graduation are required to enroll in the College Success Skills course during their first semester. Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.