# Medical Office Specialist

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>TOTAL CLOCK HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1403</td>
<td>Database Applications</td>
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<tr>
<td>BUS 1113</td>
<td>Document Processing I</td>
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<tr>
<td>BUS 1413</td>
<td>Power Point</td>
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<tr>
<td>MOS 1403</td>
<td>CPR/ First Aide/ Vital Signs</td>
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<tr>
<td>MOS 1213</td>
<td>Medical Terminology</td>
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<tr>
<td>MOS 1263</td>
<td>Anatomy</td>
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<tr>
<td>BUS 1123</td>
<td>Spreadsheet Applications</td>
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<tr>
<td>MOS 1223</td>
<td>Medical Office Procedures</td>
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<tr>
<td>MOS 1303</td>
<td>Patient Billing I</td>
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<tr>
<td>MOS 1313</td>
<td>Patient Billing II</td>
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<tr>
<td>MOS 1323</td>
<td>Patient Billing III</td>
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<td>MOS 1273</td>
<td>Medical Insurance I</td>
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<td>MOS 1283</td>
<td>Medical Insurance II</td>
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<tr>
<td>MOS 1293</td>
<td>Medical Insurance III</td>
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<tr>
<td>BUS 1193</td>
<td>Internship I</td>
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<tr>
<td>MOS 1203</td>
<td>Internship II</td>
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</table>

**TOTAL HOURS** 960

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**TCTC Approvals & Accreditations**

The Oklahoma State Board of Career and Technical Education. Tri County Area Vocational-Technical School was created by the 1966 Legislature and approved by the State Board of Education in 1967.

The United States Office of Education, Vocational Division. Vocational training is offered in accordance with the standards prescribed by the Federal Vocational Smith-Hughes Act and all subsequent acts.

Tri County Technology Center is approved for Veteran’s Education Benefits, Pell Grants, WIA, and BIA programs.

The Vocational Rehabilitation Division of the State Department of Education.

The Commission of Institutions of Higher Education of the North Central Association of Colleges and Schools.
Program Description
Medical Office Specialist program provides adult students with the knowledge and skills for success in the administrative procedures necessary to work in modern health care facilities. Students will learn medical terminology, customer service skills, maintenance of medical records, appointment scheduling, patient billing and collections. Successful completion of this program will give students the skills to be successful in today’s health care professions.

Career Opportunities
- Medical Office Specialist
- Medical Administrative Assistant
- Patient Billing Clerk
- Medical Secretary
- Medical Records Technician

Certifications Available
- Work Keys
- Brainbench

Financial Aid is available
Contact Tami Garcia at (918) 331-3263

Student Organization
- HOSA

Helpful Attributes & Abilities
- Suggested grade levels before entering program: Math and Reading - 9.0
- Strong interpersonal & communications skills
- Positive attitude
- Dependability
- Teamwork
- Problem solving & critical thinking skills

Program Length
Medical Office Specialist Diploma (Adult) - 960 hours

Schedule
Monday through Friday classes
Full day scheduling

Who Can Enroll
Adults

College Credit
Available through:
- Coffeyville Community College
- Oklahoma Wesleyan University
- Oklahoma State University-IT

Approximate Program Cost
- Adult (in district): $2,120.25
- Adult (Out-of-district): $2,696.25
*Adult program cost includes: books, uniforms, CTSO fees, graduation fees & limited supplies.

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Aug. 2013