**PROGRAM OVERVIEW**

Mid-Del Technology Center offers full-time career pathways to high school juniors, seniors and adults. Courses are offered from 7:45 a.m. – 10:30 a.m. and 11:20 a.m. – 2:00 p.m. Monday through Friday. Adults may choose to attend either the AM, PM or both sessions depending on availability. Students are encouraged to begin the program in August and complete in May. Adult students will take the Accuplacer entrance exam before being considered for a program. Students may request accommodations for testing through the Student Services office. Please see page 2 for tuition, fees, and other financial information.

This career major prepares students for careers in administrative support, office management and employment in a variety of health care facilities. Students learn administrative routines and procedures specific to a medical office including correct medical terminology and advanced computer skills (Windows and Microsoft Office), office procedures and telephone etiquette. Students learn Electronic Health Records and medical office accounting procedures, including patient billing and the processing of medical insurance claims. This major prepares students to maintain patient records using universally recognized coding and different insurance requirements. Students gain high-level technology and managerial skills needed for success in competitive business careers.

The Career Tech student organization Business Professionals of America (BPA) is integrated with the training to offer opportunities to develop leadership skills. BPA offers students an opportunity to compete with other schools to enrich their training and be better prepared for the world of work.

**Career Major Details — 900 hours**

Fundamentals of Technology Fundamentals of Administrative Technology

Foundations of Medical Office Patient Billing Medical Insurance

Medical Terminology Electronic Health Records
Medical Insurance Career Major Capstone

**Entrance Requirements:** Accuplacer Arithmetic and Reading scores above 236. Keyboarding skills are helpful.

**Certification Testing:** SHL Testing, Oklahoma Career Readiness Certificate

**Academic Credit:** Fundamentals of Technology-1 unit (OHLAP); Fundamentals of Administrative

Technology - 1 unit (OHLAP)

**Career Tech Student Organization:** (CTSO): Business Professionals of America (BPA)

**Potential Salary Range**: $9.00-$15.00 per hour

**To apply for federal financial aid:** www.fafsa.ed.gov

**Instructor:** Carla Dame (405) 739-1707ext. 6330, or cdame@mid-del.net

**Career Advisor:** Melissa Poole 405(739) 1707, ext 6357, or mpoole@mid-del.net

**Financial and Payment Information**

* **Enrollment Fee** $100.00 to secure enrollment; will be applied to Supply Fee
* **Tuition 900 hours** $2,700.00
* **Entrance Exam** $20.00 due at the time of testing
* **Semester Supply Fee** $175.00 full-time enrollment

$88.00 part-time enrollment

* **Curriculum / Textbooks** $366.00
* **CTSO dues** $25.00 Business Prof. of America *(optional)*

**Minimum Total Cost $3,436.00**

**The following is important information for all students enrolling at MDTC. Please read carefully:**

* Students must be enrolled in a career major containing at least 600 hours to use federal financial aid as a payment source. Determine your eligibility status by applying at www.fafsa.gov.
* This program is approved for the use of Veteran’s Benefits.
* Workforce and Tribal funds are accepted as approved by your organization representative.
* Students who do not qualify for the PELL grant, scholarships, Workforce, etc. are obligated to pay for the tuition, books and supply fees using cash, money order, or credit card.

**Payment Plan:** Payments are due by the 10th of each month.

* Payments will be divided into 8 equal payments with the first payment due by Sept 10th.
* A late fee of $100.00 will be applied for payments not received by the 10th of the month.
* All accounts must have a $0 balance before completing the program.
* Students with an outstanding balance WILL NOT be allowed to take Certification Exams.
* Please see the student handbook for more information.

**Textbook Information:**

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| --- | --- | --- | --- |
| **Book Title** | **Publisher** | **ISBN#** | **Cost** |
| Business Skills Exercises | Southwestern/Cengage | 978-1-111-57219-8 | $56.00 |
| Computers in the Medical Office | McGraw Hill | 978-0-07-783638-2 | $130.00 |
| Human Anatomy Coloring Book | Dover Publications | 978-0-486-24138-8 | $10.00 |
| Quick & Easy Medical Terminology 9th Ed. | Elsevier | 978-0-323-59599-5 | 105.00 |
| Online Access AES |  |  | $65.00 |
| **Total** |  |  | **$366.00** |

*\*Prices subject to change.*