Learn all the basics to be a successful medical administrative professional. Training includes medical billing, health insurance, diagnostic and procedural coding, electronic health records, and administrative health care concepts related to a variety of facilities. Work on numerous industry-driven software packages and be eligible to earn industry-recognized certifications such as Certified Coding Associate, Microsoft Office Specialist or Certified Professional Coder-Apprentice.

Contact Student Services for current tuition rates and enrollment information.

580.242.2750

autrytech.edu
**ENDLESS POSSIBILITIES**

1201 West Willow | Enid, Oklahoma, 73703 | 580.242.2750 | autrytech.edu

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**COURSE LENGTH**

- **August-May:** Monday-Friday
  - **High School Students:** Half-day: 8:15-10:45am or 12:30-3:15pm
  - **Adult Students:** Half-day: 8:15-11:15am or 12:30-3:30pm
  - **Full Day:** 8:15-11:15am and 12:30-3:30pm

**ADULT IN-DISTRICT COSTS**

- $1050 (Half-day tuition)
- $2100 (Full-day tuition)
- $1665 (Approx. cost of books, supplies, etc.)

**WHO CAN ENROLL**

- Adults and High School Juniors & Seniors

**HIGHLIGHTS**

- Hands-on experience using state-of-the-art equipment and current software.
- Hands-on experience using state-of-the-art equipment and current software.
- Competency certification.
- Development of work ethics and leadership skills through the student organization, Business Professionals of America.
- Supervised work experience and job shadowing available.

**AREAS OF INTEREST & HELPFUL SKILLS**

- Organized
- Enjoy helping others
- Able to work in teams
- Detail oriented
- Able to multi-task
- Computer skills
- Hospitals
- Medical offices
- Clinics
- Adult care facilities

**APPLICATION POLICY**

**High school** juniors and seniors make application for Autry enrollment during their high school spring and/or fall enrollment (in-district only).

**Adults** make application for enrollment following the completion of high school spring enrollment (in-district only). Out-of-district adults may make application for enrollment after the completion of in-district enrollment.

**ADMISSION PROCEDURES**

**Graduating seniors and high school students** graduate students submit standardized test results, attendance records, and transcripts with their application forms. Before being admitted, a career counselor will interpret the results of standardized tests and review transcripts, attendance, and behavior to determine interest and suitability for enrollment. If current standardized testing is not available, a KeyTrain® assessment may be required. A personal interview will be conducted with each applicant.

**Adults** applying for admission must take the KeyTrain® assessment if current standardized testing is not available. An Autry career counselor will interpret the results of the assessment to determine interest and suitability for enrollment. A personal interview will be conducted with each applicant.

**ENROLLMENT INFORMATION**

**Financial Aid:** There are financial aid options available for qualified students. Contact the financial aid office at Autry Technology Center for more information.

**Autry Scholarship:** This scholarship is available to high school graduates who: (1) live in the Autry district (2) lived in the Autry district their senior year in high school, and (3) meet enrollment guidelines. This scholarship covers 100% tuition for up to three years immediately following high school graduation. The cost of books and supplies is the responsibility of the student. Scholarship eligibility will be reviewed each semester.

**Tuition:** In-district high school students pay no tuition for full-time career programs. In-district adult students pay in-district rates. In-district adults are defined as post-secondary individuals who have established legal/permanent residence in Garfield County. All others pay out-of-district rates.

**Expenses:** May include, but are not limited to, textbooks and supplies.

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This program is accredited by the Oklahoma State Department of Education and the Oklahoma Board of Career and Technology Education.
0.1 **Licensure / Certifications**
Certified Billing and Coding Specialist (CBCS)
Certified Coding Associate (CCA)
Certified Coding Specialist (CCS)
Certified Professional Coder-Apprentice (CPC-A)
Certified Electronic Health Record Specialist (CEHRS)
Internet and Computing Core Certification (IC3)
Registered Health Information Technician
MOS Excel
MOS Word

0.2 **Employment Opportunities**
The Job Developer with Autry Technology Center works diligently to match students with jobs available in industry. Any questions regarding current employment opportunities should be directed to the Job Developer.

0.3 **Salary Range**
Listed below is the salary range in Oklahoma for Medical Administrative Assistants obtained from O*Net OnLine.

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lowest 10%</td>
</tr>
<tr>
<td>Hourly</td>
<td>$10.05</td>
</tr>
<tr>
<td>Annually</td>
<td>$20,910</td>
</tr>
</tbody>
</table>

0.4 **Occupational Characteristics**
(Information obtained from the US Dept. of Labor Statistics Occupational Outlook Handbook)
Medical administrative assistants perform highly specialized work requiring knowledge of technical medical terminology and medical procedures. They need to be familiar with insurance rules, billing practices, and hospital or laboratory coding procedures. They also perform tasks less specific to the medical setting, such as answering telephones, greeting patients, handling correspondence, scheduling appointments, and handling billing and bookkeeping. As is the case with most individuals who take on the job of an medical administrative assistant, someone who holds this position in a medical office must be well-versed on computers. They will be utilizing their computer constantly throughout the day for various duties including booking appointments for patients, accessing patient information and updating patient files.

The medical administrative assistant is often expected to handle much of the correspondence that leaves the office. They are given notes and recordings from the doctor and are expected to transcribe and transform those into data that is either filed within a patient’s history or used as a basis for correspondence with other doctors or medical facilities. This is one of the reasons that the assistant must have a full working knowledge of many different types of software applications. They should also have training in medical transcription as well as standard dictation practices.

There is a great deal of money that comes in and leaves a doctor’s office. The medical administrative assistant must ensure that all patient billing is done correctly including preparing invoices for insurance companies as well as handling private billing matters.

0.5 **Accreditations**
Oklahoma Board of Career and Technology Education
Oklahoma State Department of Education

0.6 **Instructor(s)**
Tera Davis
0.7 PROGRAM CONTENT
A breakdown of the program and courses is listed below.

BREAKDOWN OF ADMINISTRATIVE MEDICAL ASSISTANT PROGRAM

CAREER PATHWAY
Administrative Support

PROGRAM
Administrative Medical Assistant

potential courses
- Fundamentals of Technology
- Business and Computer Technology
- Fundamentals of Administrative Technologies
- Foundations of Medical Office/Medical Terminology
- ICD-CPT Coding
- Patient Billing
- Medical Insurance
- Electronic Health Records I
- Career Major Capstone
- Advanced Career Major Capstone

Total Class Hours - 1050

For further information regarding Gainful Employment in the program, please access the following link:

http://autrytech.edu/student-services/gainful-employment-disclosures/

Autry Technology Center does not discriminate on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Autry Technology Center no discrimina por raza, color, sexo, origen nacional, religion, discapacidad, condicion de veterano, orientacion sexual, edad, o informacion genetica.
### AUTRY TECHNOLOGY CENTER

#### ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION

<table>
<thead>
<tr>
<th>What to Disclose, When &amp; to Whom</th>
<th>Brief Description of Information to be Disclosed</th>
<th>Where to Find Full Disclosure Information</th>
</tr>
</thead>
</table>
| **What:** Institutional Information | - Cost of attending school i.e.: Tuition, Fees, Textbooks, Supplies, Living Allowance, Etc.  
- Institutional Refund Policy/Requirements for officially withdrawing from school  
- Information regarding the school’s programs & academic support  
- Entities, (with their contact information), that accredit, approve, or license the school & its programs & procedures for reviewing accreditation, approval, or licensing documentation  
- Description of any special services & facilities for students with disabilities  
- Titles & availability of employees responsible for dissemination of institutional & financial assistance information & how to contact them  
- Penalties & institutional policies on copyright Infringement, including unauthorized peer-to-peer file sharing  
- Net Price Calculator  
- Constitution Day/Voter Registration/Vaccination Polices  
- Grievance Procedures  | - autrytech.edu  
- Course Catalog autrytech.edu/programs-classes/course-catalog/  
- Program Description Handouts autrytech.edu/programs-classes/fulltime-programs  
- Policy & Procedure Manual |
| **When:** Annually & Upon Request  
**To:** Enrolled Students & Prospective Students |  |  |
| **What:** Financial Assistance Information | - Description of all available federal, state, local, private & institutional financial assistance, & a description of:  
(1) application form & procedures; (2) student eligibility requirements; (3) selection criteria; & (4) criteria for determining the amount of a student's award  
- Rights & responsibilities of students receiving Title IV & other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method & frequency of financial aid disbursements; (5) books & supplies policy  
- Procedures for the Return of Title IV Aid and Repayments by withdrawn students | - autrytech.edu  
- Policy & Procedure Manual |
| **When:** Annually & Upon Request  
**To:** Enrolled Students & Prospective Students |  |  |
| **What:** Completion, Transfer, Retention, & Employment Rates | - The institution's completion rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who completed their career major within 150% of the normal time (scheduled length of career major) for completion  
- Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution  
- Information on student body diversity in the categories of gender & ethnicity of enrolled students who receive Federal Pell Grants  
- Retention rates of certificate seeking first-time full-time students  | - autrytech.edu  
- U.S. Dept of Ed’s College Opportunities On-Line website: nces.ed.gov/collegenavigator  
- Policy & Procedure Manual |
| **When:** Ongoing  
**To:** Enrolled Students & Prospective Students |  |  |
| **What:** Drug & Alcohol Abuse Prevention | - Information on preventing drug & alcohol abuse  
- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs & alcohol by students & employees on the school's property, or as part of the school's activities  
- A description of the sanctions under local, state & federal law for unlawful possession, use or distribution of illicit drugs & alcohol  
- A description of drug & alcohol abuse education programs, counseling, treatment, or rehabilitation programs available to students & employees  
- A description of the health risks associated with the use of illicit drugs & alcohol  
- A clear statement that the school will impose sanctions on students & employees for violations of the standards of conduct (consistent with local, state & federal law) & a description of these sanctions, up to & including expulsion, termination of employment, & referral for prosecution | - autrytech.edu  
- Policy & Procedure Manual |
| **When:** Annually & Upon Enrollment or Hire  
**To:** Enrolled Students & Current Employees |  |  |
| **What:** Campus Security Report | - Crime statistics for 3 most recent years concerning the occurrence on campus, in or on non-campus buildings or property & public property reported to campus security authority or local police. Policies concerning the security of & access to campus facilities & procedures to report campus crimes or other emergencies  
- Disciplinary actions regarding the possession, use & sale of alcoholic beverages & illegal drugs & enforcement of state underage drinking laws & federal & state drug laws  
- Programs to inform students & employees about campus security policies, procedures & practices & encourage responsibility for the prevention of crime.  
- Policies regarding sex offenses & where to obtain information concerning registered sex offenders.  
- Emergency response & evacuation policy, procedures & programs  
- Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures | - autrytech.edu  
- Policy & Procedure Manual |
| **When:** Annually by October 1  
**To:** Enrolled Students & Current Employees  
**When:** Annually & Upon Request  
**To:** Prospective Students & Current Employees |  |  |
| **What:** FERPA | - Right to & procedures for inspecting & reviewing student’s education records  
- Right to & procedures for requesting amendment of student’s education records believed to be inaccurate or misleading  
- Right to file a complaint with the Department of Education for alleged school’s or educational agency’s failure to comply with FERPA requirements  
- Right of school to disclose personally identifiable information contained in student’s education records without prior consent (34 CFR §99.31)  
- Students right & procedures for directory information to not be disclosed | - autrytech.edu  
- Policy & Procedure Manual |
| **When:** Annually, Upon Request, Local Newspaper  
**To:** Enrolled Students & Eligible Parents of Secondary Students |  |  |
| **What:** Gainful Employment | - Information on graduation rates, the median debt of students completing the program, program costs, job placement, types of employment, etc.  | - autrytech.edu  
- Policy & Procedure Manual  
- autry Website autrytech.edu/student-services/gainful-employment-disclosures/  
- Policy & Procedure Manual  |
| **When:** Annually & Upon Request  
**To:** Prospective/Enrolled Students |  |  |

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This notice is distributed annually to all current and prospective students. It is also located on the Autry website, in the Student Handbook and Consumer Information Guide.