

## Medical Assistant

### Description

If you like organizing and maintaining a well-run office and enjoy working with people in a health care environment, Tulsa Tech's Medical Assistant program offers a career that satisfies both interests. You will study medical law, ethics, terminology, the form and functions of the human body, and how to assist in the examination room. You will also learn general office procedures, front office techniques, computer-related skills, coding and how to run tests on and take vital signs of patients and back office techniques such as administering injections and performing blood draw. On the way to becoming a highly-skilled professional who can manage the business end of a medical office and assist with patient care, you will complete a 165-hour internship in a medical office applying classroom and lab skills. Not only will you be prepared to take the exam for certification as a Registered Medical Assistant, but also can apply credit earned towards an associate or bachelor degree.

- Provide hands-on care to people of all ages
- Learn to give injections, perform EKGs & draw blood samples
- Train for jobs in medical offices, chiropractic offices, urgent care clinics, & many other medical facilities

### College Credit

College credit may be available through TCC, RSU, or OSU-Institute of Technology. For more details call the college relations office at 918-828-5205. All college credit is awarded by the college/university.

### Entrance Requirements

- Adult students
- High school seniors
- Basic computer literacy
- In this career major, high school students that do not currently have Medical Terminology and Anatomy & Physiology credit will begin Medical Terminology and Anatomy & Physiology classes approximately 6-8 weeks prior to beginning the rest of their career major classes. Contact the Health Information Line at 918-828-1216 for exact dates and times

### Career Majors/Courses

#### Basic Medical Assistant (High School)

##### Courses

Pharmacology  
Anatomy and Physiology I  
Introduction to Medical Office Clinical Procedures - Part I  
Introduction to Medical Office Clinical Procedures - Part II  
Core Medical Terminology  
Anatomy and Physiology II  
Introduction to Medical Assisting  
Medical Assisting Clinical Experience

#### Basic Medical Assistant with Phlebotomy (Returning Second Year Student & Adult)

##### Courses

Pharmacology  
Anatomy and Physiology I  
Introduction to Medical Office Clinical Procedures - Part I  
Core Medical Terminology  
Introduction to Medical Office Clinical Procedures - Part II  
Anatomy and Physiology II  
Advanced Phlebotomy Techniques I  
Advanced Phlebotomy Techniques II  
Introduction to Medical Assisting  
Medical Assisting Clinical Experience

### Employment Opportunities

Tulsa Tech's Career Placement Services team builds partnerships with Tulsa area businesses & industry to create opportunities for work-based experiences and job placement. Job search assistance is provided before and after graduation. Services include with employment information, resume building, refining interview skills and life-time access to the Tulsa Tech Job Connect database. Call Career Placement Services at 918-828-5270 or visit [www.tulsatech.edu/jobconnect](http://www.tulsatech.edu/jobconnect) / email [jobconnect@tulsatech.edu](mailto:jobconnect@tulsatech.edu).

2009-2010 year completion & placement data:

- Total Enrolled: 98
- Completion: 88%
- Completed on-time: 100%
- Job Placement: 71%
- Returning Students: 0%
- OPE ID: 005311 / CIP: 51.0801

### Area Salary

For information concerning working conditions, physical requirements, employment and job outlook please refer to the Occupational Outlook Handbook (OOH), 2010-11 Edition at <http://www.bls.gov/oco/>.

Salary information can be found at The Occupational Information Network (O\*NET) Resource Center at <http://www.onetonline.org/>. O\*NET-SOC Code: 31-9092.00

### Who Can Attend?

High school seniors / Adults

### Tuition/Fees/Books

- Tuition: \$1,732.50\*
- Lab & Required Fees: \$327.50\*
- Additional Required Costs: \$621\*
- Optional Fees: \$64 - \$160

*\*High school students living in the Tulsa Tech school district are not charged tuition, fees & books.*

*Additional required costs: books, equipment, tools, uniforms & supplies*

### Scheduling Information

#### H.S. / 1 school year:

August - May

#### H.S. sessions:

7:45 - 10:50 A.M. / 11:45 - 2:50 P.M.

#### Adults / 6 months Adult sessions:

Monday-Friday: 7:45 A.M. - 2:50 P.M.

Note: Certification Exam Requirement Option -- 100 hours

Check with Admissions Office at 918-828-5260 for start dates.

## Medical Assistant

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### Additional Requirements

Prior to the start of the clinical practicum, students must:

- Undergo a criminal background check including sex offender registration as required by the Oklahoma Child Care Facilities Licensing Act that requires individuals providing care to children under the age of 18 to be free of any criminal history that would indicate a potential for violent abuse against another person.
- Provide verification of immunizations through vaccination records, titer (blood test) results, or declination statements. A list of specific immunizations may be obtained through the Health Sciences Center by calling 918-828-1216.
- Have a current American Heart Association CPR for the Healthcare Provider card.
- Provide transportation to clinical sites.
- Adult students must pay a liability insurance fee for clinicals. This fee is charged for each Tulsa Tech fiscal year (July 1st to June 30th).
- Adult students must pay a drug screening fee for clinicals. The drug screening is required for all students and will be completed sometime before clinicals.
- Adult students must pay a fee to participate in the online immunization tracking system.

NOTE: Fees associated with the requirements above are included in tuition/fees/books section.

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### Credential/Industry Certifications

Graduates of this program must be 18 years of age or older and have a HS Diploma or GED are eligible to sit for the Registered Medical Assistant examination. Upon passing this examination, they may use the initials RMA after their name. Graduates of the program who are 18 years or older are eligible to sit for the Registered Phlebotomist examination.

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### Campus Location

#### Health Sciences Center

3350 South Memorial Drive  
Tulsa, OK 74145-1390  
(918) 828-1200  
FAX (918) 828-1209

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### Application Process

Apply ON-LINE at [www.tulsatech.edu/apply](http://www.tulsatech.edu/apply). Applications can also be obtained in the counseling offices on any of the campuses; at the Career Services Center located on the Memorial Complex; or by calling 918-828-5200.

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### Financial Aid

Financial assistance is available through several options at Tulsa Tech. For the most up-to-date information, call 918-828-5280 or visit [www.tulsatech.edu](http://www.tulsatech.edu). Some career majors are eligible for federal financial aid. To apply, go to: [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

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