

# 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.