Medical Coding Specialist

- **DESCRIPTION:**

The Medical Office Assistant career option prepares students for entry-level employment in a variety of health care facilities. Students learn administrative routines and procedures followed in a medical office including correct medical terminology and advanced computer skills. Medical office accounting procedures, including patient billing and processing medical insurance claims, are covered. Adult students have the opportunity to participate in the "on-the-job training program through this career option. Students will prepare a portfolio which showcases examples of their work, certifications, resume and other professional information. This program is accredited by the OSDE and the ODCTE.

- **CERTIFICATIONS/CREDENTIALS:**

- Medical Terminology
- Medical Office Skills
- Medical Billing
- WorkKeys
- Microsoft Certifications (Various)
- Health Insurance Billing

- **CAREER OPPORTUNITIES:**

- Chiropractic Assistant
- Clinical/Doctor's Assistant
- Administrative/Exec. Assistant
- Medical Office Manager

- **SALARY :**   **NWOK (Avg.) $38,500**

By utilizing the SOC Code: 27-2072 for Medical Coding Specialist at www.onetonline.org/link/summary/27-2072 additional information including working conditions, physical requirements, knowledge skills and salary range can be found. Gainful employment including related occupations, program costs, length, on-time completion/graduation rates, job placement rates, and median loan debt is available at **http://www.nwtech.edu/gainful-employment/.**

- **COST OF ATTENDANCE:**

High School In-District Students - No Tuition Charge

Adult Student Costs	Dependent		Independent	
	ID	OD	ID	OD
Tuition and Fees*	1,920.00	3,840.00	1,920.00	3,840.00
Books, Course Materials, Supplies, and Equipment*	480.00	480.00	480.00	480.00
Certification/Licensure Expense*	0.00	0.00	0.00	0.00
Direct Cost of Attendance	2,400.00	4,320.00	2,400.00	4,320.00
Housing & Food**	5,654.40	5,654.40	11,925.00	11,925.00
Transportation**	1,225.12	1,225.12	2,583.75	2,583.75
Miscellaneous**	2,544.48	2,544.48	5,366.25	5,366.25
Estimated Cost with living expenses	11,824.00	13,744.00	22,275.00	24,195.00

*Direct costs are items directly related to attending NWTC. **Source: Indirect costs - Southwest Consumer Price Index as of 12/22 - released 1/12/23.

More information on tuition, fees, estimated cost of attendance, estimated living expenses and financial aid for adult students can be found at **https://nwtech.edu/student-services/financial-aid-tuition/.**

- **COURSE INFORMATION** 960 Hours

Fundamentals of Technology	120 Hrs.
Fundamentals of Admin. Tech I	120 Hrs.
Diagnosis Coding	90 Hrs.
Found. of Med. Office/Med. Term	150 Hrs.
Procedural Coding	210 Hrs.
Patient Billing/Med. Insurance	180 Hrs.
Medical Office Capstone	90 Hrs.

High School Students may use this career option to fulfill computer science credits needed for graduation.

- **INSTRUCTOR:**

Pam Malone, Instructor
pmalone@nwtech.edu
1801 Eleventh St., Alva, OK   73717
580.327.0344

- **CONNECT ON SOCIAL MEDIA:**
www.nwtech.edu

- **SCHEDULES AVAILABLE:**

8:00am - 11:00am
12:30pm - 3:30pm

Full-time adult students attend both sessions.

- **APPLICATION & ADMISSIONS:**
Complete an application at **https://nwtech.edu/student-services/enrollment-processes/ .**
For Admission Questions or To Schedule a Visit: Call NWTC at 580.327.0344. Financial assistance is available to adult students who qualify. ID=In-District; OD=Out-of-District