

Medical Office Assistant**Wage: \$10.00 -\$15.00**

Medical Office Assistants perform all duties related to the medical office settings. Skills may include scheduling appointments, ICD-10 insurance coding, insurance processing, business and customer service communication are just a few of these duties.

Courses All training Online	Hours	Tuition	Fees
*optional	42	\$135	
Keyboarding (must be able to Key 45 words a minute)			
Basic Computers in the Workplace	24	\$135	\$200
Window 10	24	\$135	\$200
MS Office 2019/365 Office (Word, Excel) Online (Beginning & Intermediate)	24/24	\$147/\$147	\$200
Medical Terminology I and II	48	\$270	\$200
Human Anatomy I & II	48	\$270	\$175
Everyday Math	24	\$135	No BK
Effective Business Writing	24	\$135	No BK
Key's to Effective Communication	24	\$135	No BK
Medical ICD-10 Coding online	24	\$135	\$300
Medical Office Administrative Assistant	24	\$135	No BK
Accounting Fundamental I	24	\$135	\$300
TOTAL Hours of Theory/Lab			
TOTAL Cost Tuition/Supplies/Books			

Important Information:

1. Book & Tuition prices are for planning purposes only and are subject to change without notice.
2. Students must be 16 years of age.
3. Must attend 80% of all hours in training and pass course work with 70% accuracy.
4. Competency Exams are available in some course work and are at no charge. Students must pass exam with 70% accuracy to be certified.
5. Must be able to pass background check upon hiring.

NOTE: Advanced standing can be given to students who may have prior learning or work experience upon Director approval.

Contact Red River Technology Center Tracey Moore tmoore@rrtc.edu x223 for more details.

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