

Medical Office Assistant

Wage: \$10.00 - \$15.00

Courses	Hours	Tuition	Fees
Keyboarding (must be able to Key 45 words a minute)	42	\$105	\$11
Discovering Computers/Windows 10	42	\$105	\$150
MS Office 365 - 2016 (Word, Excel, Access)	126	\$315	\$375
Medical Terminology *Instructor	48	\$120	\$150
Or *Online Delmar or Ed2Go	48	\$174	
Human Anatomy I & II online Ed2go	48	\$174	\$150
Medical Coding *Instructor	48	\$120	\$500
Or *Online	24	\$99	
Medical Insurance Processing	48	\$120	\$151
TOTAL Hours of Theory/Lab	402	UP to \$1,113.00	\$1,312.00
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 18 years of age.
3. Students will be required to take keyboarding if keyboarding skills are not passed with 45 words accuracy.
4. Must attend 80% of all hours in training.
5. Competency Exams are available at no charge, students must pass exam with 70% accuracy to be certified.

Contact Red River Technology Center Kalee Fleetwood kfleetwood@rrtc.edu x223 for more details.
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