Medical Assisting

CAREER MAJOR:
Medical Assistant:
1050 hours

EMPLOYMENT:
- Medical Assistant
- Medical Secretary

CERTIFICATIONS AVAILABLE:
American Heart Association
American Association of Medical Professionals
Oklahoma Dept. of Career & Technology Education
- Registered Medical Assistant.
- Medical Assistant: Administrative
- Medical Assistant: Phlebotomy
- CPR/First Aid

FACULTY & STAFF
Renae Orr, Instructor
Mary Allan, Director
LaRhonda Rudd, Teaching Assist.

PREREQUISITES:
High School Diploma or GED

CONTACT:
Mrs. Orr @ 580-718-4252

MEDICAL ASSISTING IS A FULL-TIME PROGRAM!

Become a Medical Office Assistant

Pioneer Tech’s Medical Assisting program provides adult students with a variety of clerical skills including patient scheduling, billing and medical insurance coding, as well as clinical skills that include vital signs, phlebotomy, ECG and sterile techniques. Completion of this program will give students the skills to be successful in today’s health care professions.
Medical Assisting Program Includes

MA students perform administrative and some clinical duties under the direction of a doctor.

Administrative Duties
- Schedule appointments,
- Maintain medical records,
- Billing
- Coding for insurance.

Clinical Duties
- Take and record medical history
- Prepare patient for exam
- Draw blood
- Administer medication as directed by doctor.

Financial Assistance
- PHYSICIANS MANPOWER
- PELL GRANT
- WIA
- TRIBAL FUNDING
- SCHOLARSHIPS
- FASFA

Financial Aid Officer Kayla Randol
kaylar@pioneertech.edu or 580-718-4228

Tuition information available upon request.