Medical Office Information Technology

The Medical Office Information Technology program prepares students to enter health-care facilities, such as hospitals and doctor, dental or chiropractic offices in a variety of positions. Students will be multi-skilled with knowledge of insurance codes, medical billing practices, electronic health records and medical office administration skills. Students will have a blend of classroom theory and hands-on computer laboratory training that will enable them to meet the requirements of medical information management. The curriculum includes administrative and clinical competencies.

Externship will be 8 hours days. The hours worked will vary depending on the facility.

Program/Location	Length	Days	Time
Day Program/ Knoxville Campus	5 Months	Monday-Friday	8:00 am—2:30 pm

Curriculum/Courses

MOI 0001	Worker Characteristic
MOI 1010	Introduction to Windows
MOI 1020	Microsoft Word
MOI 1030	Microsoft Excel
MOI 1040	Administrative Procedures
MOI 1050	Anatomy and Terminology
MOI 1060	Billing and Coding
MOI 1070	Office Simulation I
MOI 1080	Office Simulation II
MOI 0002	Worker Characteristic
MOI 2010	Externship

Typical Job Opportunities
Medical Coder and Biller
Medical Receptionist
Medical Records

Total Completion Rate 2017: 92%

Completion Award		Required Hours
Receptionist	Certificate	192
Information Clerk	Certificate	312
Medical Office Information Technology	Diploma	632

HOW TO APPLY

All Documents Must be Presented Together to Apply

⇒ Complete the **Free Application For Federal Student Aid** (FAFSA) online – the website is www.fafsa.ed.gov and our school code is 004025.

⇒ Complete **TCAT Knoxville Application for Enrollment** online at https://apply.tbr.edu/?tcat=knoxville

⇒ Provide proof of **official transcripts** of education from high school or high-school equivalency.

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
KNOXVILLE

Medical Office Information Technology
Tuition, Book, Tool, and Supply List

1st Trimester

Tuition		Cost		Total
Tuition*		$1,169.00		
Technology Access Fee*		$ 67.00		
Student Activity Fee*		$ 10.00		
TOTAL				**$1,246.00**

Book	ISBN	Cost	Required	
Computers in the Medical Office (w/out access code)	9780073402130	$ 196.00	x	
Insurance in the Medical Office, 7th	9780073374598	$ 112.00	x	
CPT 2016 Professional Edition	9781622022045	$ 115.00	x	
ICD-10-CM Standard Edition	9781455774968	$ 95.00	x	
Case Studies for Use with Computers in the Medical Office	9780077445331	$ 73.00	x	
Medical Terminology: A Short Course, 7th Edition	9781455758302	$ 52.00	x	
Microsoft Excel 2010: Level 1	9781591363132	$ 36.00	x	
Microsoft Word 2010: Level 1	9781591363071	$ 36.00	x	
Basic Medical Coding Workbook ICD-10	9780073511047	$ 76.00	x	
TOTAL				**$791.00**

Supplies		Cost	Required	
3 Black Scrub Pants		$ 100.00	x	
3 Red Scrub Tops		$ 100.00	x	
1 Black Scrub Jacket		$ 50.00	x	
USB Flash Drive 2 GB (bookstore price)		$ 20.00	x	
TOTAL				**$270.00**

2nd Trimester

Tuition		Cost		
Tuition (200 hours)*		$ 647.00		
Technology Access Fee*		$ 67.00		
Student Activity Fee*		$ 10.00		
TOTAL				**$724.00**

Miscelleanous Costs		Cost	Required	
NHA certification for Electronic Health Records		$ 115.00	X	
NHA certification for Medical Administrative Office Assistant & Billing and Codin		$ 230.00	X	
Graduation Supplies		$ 40.00	X	
TOTAL				**$ 385.00**

TOTAL PROGRAM COST				**$3,416.00**