



Medical Office Information Technology

The Medical Office Information Technology program prepare students to enter healthcare facilities, such as hospitals and doctor, dental, 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.

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

Program begins every January, May, and September.

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

Curriculum/Courses	Completion Award	Required Hours
MOI 0001 Worker Characteristic	Receptionist	Certificate 192
MOI 1010 Introduction to Windows	Information Clerk	Certificate 312
MOI 1020 Microsoft Word	Medical Office	Diploma 632
MOI 1030 Microsoft Excel	Information Technology	
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		

Completion Rate: 60%

Placement Rate: 82%

Typical Job Opportunities

Medical Coder and Biller
Medical Receptionist
Medical Records

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.studentaid.gov and our school code is 004025.
- ⇒ Complete **TCAT Knoxville Application for Enrollment** online at www.tcatknoxville.edu and select **APPLY NOW**