



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
KNOXVILLE

Medical Office Information Technology

5 Month Day Program (M-F, 8:00am to 2:30pm)
Offered at Main Campus

About

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-hour days. The hours worked will vary depending on the facility.*

Curriculum and Courses

All full-time TCAT Knoxville programs include Workplace Characteristic courses each trimester.

- Introduction to Windows
- Microsoft Word
- Microsoft Excel
- Administrative Procedures, Anatomy and Terminology
- Billing and Coding
- Office Simulation I & II
- Externship

Completion Awards

- 192 Receptionist Certificate
- 312 Information Clerk Certificate
- 632 Medical Office Information Technology Diploma

Completion Rate (as of 2022)

86%

Placement Rate (as of 2022)

52%



LEARN MORE!

How To Apply

- ☐ Complete TCAT Knoxville Application for Enrollment online at www.tcatknoxville.edu.
- ☐ Complete the Free Application For Federal Student Aid (FAFSA) online at www.studentaid.gov. Our school code is 004025.