

Red Rocks Community College
Medical Office Technology
Medical Assistant (MA) & Medical Office (MO)
Medical Billing and Coding (MB)
Frequently Asked Questions

What does a Medical Assistant do?

- ✚ A Medical Assistant works in both the front and back office of a clinic or doctor's office. Front office is answering phones, billing, appointment setting, etc. Back office includes assisting with minor surgery, taking preliminary information for the physician and assisting the physician.

What does a Medical Office person do?

- ✚ A medical office person will work in the front office of a clinic or doctor's office. This person will be assisting with the completion of paperwork for incoming patients, answering phones, interacting with insurance companies, filing, scheduling appointments, etc.

What does a Medical Office person do?

- ✚ A medical billing and coding person will work in doctor or clinic offices, billing companies or out-patient facilities. Work involves billing to insurance or government agencies and ICD coding for patient services. Insurance and patient interaction is involved.

How long are the classes?

- ✚ Certificate programs are 2-3 semesters (fall, spring, summer)
- ✚ Associate degrees are (full time) 2 years/4 semesters, with possible summer sessions.

When do the classes start?

- ✚ You may start classes any semester, but classes are limited during the summer semester. Please see the suggested course sequences on the website to help in making a schedule. Advising by the program director is available by appointment by calling 303-914-6625 or 303-914-6333. There are no applications required to start the programs. You will need to meet college ENG requirements to take most program classes and all general education degree courses.

How many students are accepted into the classes?

- ✚ 20- 24 per class, 30 in some online courses.

Are there any prerequisite classes?

- ✚ ACCUPLACER Scores into ENG 121 or higher is required for all HPR and MOT 110 and math courses or ENG 090 completed. Transfer credits of ENG 121 or ENG 090 must be on transcript before registering.
- ✚ MATH 060 or higher for MOT 140 & MOT 150
- ✚ Background check, done the semester before taking the internship.

How much is the tuition costs?

- ✦ MA Certificate for Colorado resident ~ approximately \$5,200
- ✦ MA Degree for Colorado resident ~ approximately \$7,000
- ✦ MO Certificate for Colorado resident ~ approximately \$3,900
- ✦ MO Degree for Colorado resident ~ approximately \$6,900
- ✦ MB Certificate for Colorado resident~ approximately \$2,200

(Tuition is subject to change.)

How much are books?

- ✦ Approximately \$1,000 to \$1,500 for both MA, MO & MB
- ✦ Contact the bookstore for more information (303-914-6232)

What other expenses will there be?

- ✦ Scrubs ~ approximately \$100
- ✦ Stethoscope and blood pressure cuff ~ approximately \$25-\$50
- ✦ Any required immunizations after acceptance
- ✦ Required National AAMA exam to qualify to be a CMA – approximately \$125

What are the hours/days of classes?

- ✦ See current class schedules online or in print on campus

What are the hours/days of clinicals?

- ✦ Varies, depending on how the clinical has been set up for the student.

What is the average starting salary?

- ✦ \$11 - \$15 per hour for both MA & MOT

Is the program accredited and by whom?

- ✦ AAMA
- ✦ The commission on Accreditation of Allied Health Education Programs (CAAHEP)
- ✦ Curriculum Review Board of the AAMA Endowment (CRB-AAMAE)

Can I work my regular job while going to school?

- ✦ Yes, but we do not recommend that students work more than 20 hours per week.

What are the requirements to enter the class?

- ✦ Apply to college for Student ID# and COF
- ✦ Register online or in Admissions for classes

Is there a Wait List?

- ✦ No

Where are the classes held?

- ✦ Most classes are held at the Lakewood Campus
- ✦ Some classes are offered at the Arvada Campus
- ✦ Some non-MOT classes are also offered ONLINE
- ✦ Check current class schedules online or in print