SAU Tech does not discriminate on the basis of race, color, nationality, gender, religion or age in the delivery of services or hiring of employees. It is our policy to provide equal access to services and facilities for persons with disabilities.
Southern Arkansas University Tech
Medical Office Administration Program

SAU Tech’s Medical Office Administration program offers specialized administrative and clinical skills which are required to coordinate office functions in a healthcare setting. Students have several options to obtain certifications.

► Coursework in Medical Assisting prepares students to take the Certified Medical Administrative Specialist (CMAS) and the Registered Medical Assistant (RMA) national certification examinations.
► Coursework in Medical Coding II prepares students to take the Certified Professional Coders (CPC) national certification examination through the American Academy of Professional Coders.
► Coursework in Medical Billing prepares students to take the Certified Medical Billing Specialist (CMBS) national certification examination through the Medical Billing Association.

Medical Office Administration graduates are prepared for positions such as medical coding associates, medical office administrators, medical assistants, medical billing specialists, and medical language specialists.

Why Choose Medical Office Administration?

Employment of medical assistants is projected to grow 29 percent from 2012 to 2022, much faster than the average for all occupations. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

An increasing number of clinics and other healthcare facilities need support workers, particularly medical assistants, to do both administrative and clinical duties. Administrative duties may include scheduling appointments, maintain medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by the physician.

Additional demand also is expected because of new and changing tasks for medical assistants as part of the medical team. As more and more physicians’ practices switch to electronic health records (EHRs), medical assistants’ job responsibilities will continue to change. Assistants will need to become familiar with EHR computer software, including maintaining EHR security and analyzing electronic data, to improve healthcare information.

Steps to Enrolling at SAU Tech

1. The first step is to go to www.sautech.edu and complete SAU Tech’s online application. After completing the application, it is important to gather all of the additional items required for admission to SAU Tech. The list of items can be found on our admissions page at http://www.sautech.edu/studentResources/admissions.aspx

2. Next, you will need to secure funding to pay for college. To do that, first complete the Free Application for Federal Aid or FAFSA. You can do that at https://fafsa.ed.gov/. SAU Tech’s school code for the FAFSA is 007738. If you need help completing the FAFSA, our financial aid office is ready to assist you! Call them at 870.574.4511. We also have scholarships located on the financial aid page on our website and links to the Arkansas’s Lottery Scholarship and other resources.

3. If you will need a place to live while attending SAU Tech, we have housing options for you. Go to http://www.sautech.edu/studentResources/housing.aspx to fill out a housing application. If you need more information call 870.574.4519.

4. Make an appointment to see an advisor/and or your program advisor and register for classes. www.sautech.edu/adviseme.

If you have questions, please call us at 870.574.4712. We will be happy to give you a campus tour or answer any questions or concerns you may have.

Gainful Employment Information
http://www.sautech.edu/gainfulEmployment