



Haney Technical Center
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2018-2019

Textbook Listing for Medical Administrative Specialist

Program: B070300
 TABE Requirements: R = 10.0, L = 10.0, M = 10.0 TABE Level A

****Check with your instructor before purchasing any item on this list****

OCP A	Information Technology Assistant	OTA0040	150 Hours
OCP B	Front Desk Specialist	OTA0041	300 Hours
OCP C	Medical Office Technologist	OTA0631	300 Hours
OCP D	Medical Administrative Specialist	OTA0651	300 Hours
Total			1050 Hours

OCP A Information Technology Assistant - 150 Hours

Course OTA0040 Information Technology Assistant - 150 Hours

Go! Microsoft Office 2016 - ISBN# 9780134526591	B003	192.87	
			OCP A Total
			\$192.87

OCP B Front Desk Specialist - 300 Hours

Course OTA0041 Front Desk Specialist - 300 Hours

Soft Skills Written Communication 3rd Edition - ISBN# 9781337119290	B220	\$62.92	
Soft Skills Verbal Communication 3rd Edition - ISBN# 9781337119283	B221	62.92	
			OCP B Total
			\$125.84

OCP C Medical Office Technologist - 300 Hours

Course OTA0631 Medical Office Technologist - 300 Hours

Medical Terminology: A Short Course 8th Edition - ISBN# 9780323444927	B 239	\$51.97	
Computers in the Medical Office ; Connect Access Card ISBN# 97812599382833	B258	212.94	
Medical Office Procedures 9e; Connect Access Card - ISBN# 9781260266504	B235	200.10	
			OCP C Total
			\$465.01

OCP D Medical Administrative Specialist - 300 Hours

Course OTA0651 Medical Administrative Specialist - 300 Hours

2017 Step-by-Step Medical Coding - ISBN# 9780323430821	B254	\$98.94	
Law and Ethics for Medical Careers 6th Edition - ISBN# 9780073374710	B223	114.25	
			OCP D Total
			\$213.19

CERTIFICATION TESTING

CMAA Online Study Guide/Practice Tests	B257	\$92.29	
CMAA Test		117.00	
Word Certiport Test	Included		
Excel Certiport Test	Included		
Powerpoint Certiport Test	Included		
			Testing Total
			\$209.29

		Subtotal	\$1,206.20
Tax		7.00%	84.43
			TOTAL
			\$1,290.63