

CAREER PROGRAMS

Medical Office Administration

Associate in Applied Science Degree: Medical Office Assistant

This 62-63 credit-hour program is designed for the individual who is interested in becoming a medical assistant in a physician's office or other outpatient health care setting.

The curriculum provides training in a variety of administrative and clinical tasks to facilitate the work of the physician. Administrative duties include patient communication, computer skills and record keeping. Clinical duties include assisting with examinations, treatments and diagnostic testing.

A minimum keyboarding speed of 30 words per minute is recommended to enter the program; 40 words per minute is expected in order to progress through externship. The program may be taken part-time and some courses are available on an evening schedule. An orientation and planning session is recommended by the coordinator; detailed information will be sent upon request.

Professional Accreditation and Certification:

The Medical Office Assistant degree and certificate programs at Harper College have been accredited by the Commission on the Accreditation of Allied Health Educational Programs (CAAHEP). Graduates of the programs are eligible to sit for the national certification examination sponsored by the American Association of Medical Assistants (AAMA). The MOA graduate who successfully completes this national examination is credentialed as a Certified Medical Assistant (CMA).

FIRST YEAR

First Semester

BIO 135	Introduction to Human Anatomy and Physiology ¹ or	
BIO 160	Human Anatomy	4
HSC 100	Computer Usage in Health Services	1
HSC 105	Introduction to the Health Care Field.....	2
HSC 112	Medical Terminology	3
	Communications elective.....	3
	Social Science or Humanities elective	3
		<u>16</u>

Second Semester

BIO 136	Introduction to Human Diseases ¹ (3) or	
BIO 161	Human Physiology (4)	3-4
	Communications elective.....	3
HSC 151	Math Applications in Health Care	1
MOA 145	Health Care Records Management ²	2
MOA 195	Principles of Health Insurance Billing ²	3
NUR 120	Pharmacology ³	2
PED 201	First Aid	3
		<u>17-18</u>

SECOND YEAR

First Semester

MOA 215	Clinical Procedures ^{2, 6}	8
MOA 235	Health Care Office Procedures ^{2, 6}	3
Elective ⁴		3
		<u>14</u>

Second Semester

HSC 213	Health Care Law and Ethics	3
Mathematics elective ⁵		3
MOA 240	Medical Transcription I ²	3
MOA 245	Health Care Office Management ^{2, 7}	3
MOA 280	Medical Office Assistant Seminar and Externship ^{2, 7}	3
		<u>15</u>

¹ Students may take BIO 135 and BIO 136 or BIO 160 and BIO 161 or BIO 160 and BIO 136.

² Students must satisfy prerequisites for each course selected.

³ Prerequisite waived for MOA students.

⁴ Requires approval of program coordinator.

⁵ A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics elective requirement. Students in this program who utilize the competency test to meet the mathematics requirement must take a three credit-hour elective.

⁶ Offered during fall semester only.

⁷ Offered during spring semester only.