

MEDICAL OFFICE ADMINISTRATION (MOA)

MOA 100 - Introduction to Medical Assisting (3 Credits)

3 lecture, 0 lab, 3 total contact hours

Provides an introduction to the profession of medical assisting. Emphasizes communication, professionalism, pharmacology and introduction to medical specialties.

Typically offered: Fall, Spring

MOA 145 - Health Care Records Management (2 Credits)

1 lecture, 2 lab, 3 total contact hours

Introduces types of patient-care records prepared and maintained by health care personnel. Includes elements of records, record keeping, medical record confidentiality, privacy, security, administrative and clinical use of the electronic health record. and reimbursement, Electronic Medical Records (EMR) are utilized for the course. A basic knowledge of computers is necessary to complete this course. Prerequisite: Prior or concurrent enrollment in ENG 101 and HSC 112 with grades of C or better.

Typically offered: Fall, Spring, Summer

MOA 150 - Math Applications in Health Care (1 Credit)

1 lecture, 0 lab, 1 total contact hours

Develops skill necessary to calculate medication dosages and solutions using the metric system. A basic math ability, including decimals, fractions and percentages, is necessary to be successful in this course.

Typically offered: Fall, Spring

MOA 195 - Principles of Health Insurance Billing (3 Credits)

2 lecture, 2 lab, 4 total contact hours

Explores and compares major types of health insurance contracts and describes benefits and limitations. Provides practice in processing insurance claim forms (CMS-1500). Current Procedural Terminology (CPT) and International Classification of Diseases (ICD) coding techniques are introduced. Emphasis is on insurance rules and regulations, claim submission, reimbursement and collections. Prerequisite: BIO 135 and HSC 112 with grades of C or better.

Typically offered: Fall, Spring

MOA 215 - Clinical Procedures (8 Credits)

4 lecture, 8 lab, 12 total contact hours

Offers basic and advanced clinical procedures in the physician's office or clinic. Includes diagnostic and laboratory testing procedures, principles of medications, and assisting the physician in specialty examinations and minor surgical procedures. Demonstration of clinical skills in outpatient care is emphasized, with maintenance of proper patient and technician protection guidelines. Includes a clinical rotation in a health care facility. (NOTE: The program's health requirements and American Heart Association Cardiopulmonary Resuscitation (CPR) certificate must be completed prior to placement in clinical rotation.) Prerequisite: MOA 145 with a grade of C or better.

Typically offered: Fall, Spring

MOA 235 - Health Care Office Procedures (3 Credits)

2 lecture, 2 lab, 4 total contact hours

Offers development of skills in medical front office procedures used in a health care facility. Emphasizes patient relations in health care by using office simulations including computer programs with introduction to electronic medical records. Strong emphasis on cultural diversity issues and application in the health care field. Prerequisite: HSC 112 and MOA 145 with grades of C or better.

Typically offered: Fall, Spring

MOA 245 - Health Care Office Management (3 Credits)

3 lecture, 0 lab, 3 total contact hours

Introduces the qualities of a health care office supervisor necessary to effectively manage the physician's office, clinic or other health care facility. Includes human relations skills, personnel recruitment, coordinating and supervising office personnel, office facilities, the office policy manual, records management, patient education and time management. Class focuses on teaching the student how to be a supervisor but also how to work with and interact with their own supervisor(s). Prerequisite: MOA 215 or MOA 235 with a grade of C or better.

Typically offered: Spring

MOA 265 - Medical Receptionist Externship (3 Credits)

1 lecture, 10 lab, 11 total contact hours

Provides 160 hours during the semester of supervised experience in a health care office/facility to enhance the student's administrative technical skills. NOTE: The program's health requirements must be completed prior to placement in an on-site externship. Prerequisite: MOA 235 with a grade of C or better.

MOA 280 - Medical Assistant Externship (3 Credits)

1 lecture, 10 lab, 21 total contact hours

Provides 160 hours of supervised experience in a health care facility to enhance the student's administrative and clinical skills. One-hour seminars throughout the semester are devoted to externship issues. NOTE: The program's health requirements and American Heart Association Cardiopulmonary Resuscitation (CPR) certificate must be completed prior to placement in an on-site externship. Prerequisite: MOA 215 and MOA 235 with grades of C or better.

Typically offered: Fall, Spring, Summer

MOA 291 - Certified Medical Assistant Exam Review (1 Credit)

1 lecture, 0 lab, 1 total contact hours

Prepares students with study skills and tips necessary to successfully pass the Certified Medical Assistant (CMA) exam. Provides assistance and guidelines for submitting the CMA exam application, reviews content on the CMA exam, develops resume writing and interviewing skills. NOTE: This course is not offered in the fall. Prerequisite: Prior or concurrent enrollment in MOA 280 with a grade of C or better. (NOTE: The prerequisite is being waived for Fall 2020.)

Typically offered: Fall, Spring, Summer

MOA 299 - Medical Office Capstone (3 Credits)

3 lecture, 3 total contact hours

Applies and integrates skills from within Medical Office Administration courses within the AAS degree program. Discusses medical office management issues and methodologies and puts them into practice. Preparation of practice management file including policies and procedures and personnel files. Prerequisite: MGT 111, MGT 270, and MOA 235 with grades of C or better and prior or concurrent enrollment in MOA 245.

Typically offered: Fall, Spring