

MOA Medical Office Administration

MOA 145 Health Care Records Management (1-2) 2 crs.

Introduces types of patient-care records prepared and maintained by health care personnel. Includes elements of records, record keeping, medical records ethics and confidentiality, correction techniques and use of health care references, with transcription and computer applications. Electronic Medical Records (EMR) is introduced. Beginning transcription techniques including grammar, punctuation and proof-reading skills are emphasized. Basic keyboarding skills and knowledge of Microsoft Word are necessary for this course.

Prerequisite: Prior or concurrent enrollment in ENG 101, and HSC 112 with a grade of C or better.

MOA 150 Math Applications in Health Care (1-0) 1 cr.

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.

MOA 195 Principles of Health Insurance Billing (2-2) 3 crs.

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 Disease (ICD) coding techniques are introduced. Emphasis is on insurance rules and regulations including Medicare and Medicaid, claim submission, reimbursement and collections.

Prerequisite: BIO 135 and HSC 112 with grades of C or better.

MOA 215 Clinical Procedures (4-8) 8 crs.

Offers basic and advanced clinical techniques in the physician's office or clinic. Includes diagnostic and laboratory testing techniques, 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. NOTE: The program's health requirements and American Heart Association Cardiopulmonary Resuscitation (CPR) certificate must be completed prior to the end of this course.

Prerequisite: HSC 165, MOA 145 and MOA 150 with grades of C or better.

MOA 235 Health Care Office Procedures (2-2) 3 crs.

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.

MOA 245 Health Care Office Management (3-0) 3 crs.

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 grades of C or better.

MOA 265 Medical Receptionist Externship (1-10) 3 crs.

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 on-site externship.

Prerequisite: MOA 235 with a grade of C or better.

MOA 275 Health Insurance Specialist Externship (1-10) 3 crs.

Provides 160 hours during the semester of supervised experience in a health care office/facility to enhance the student's technical skills. NOTE: The program's health requirements must be completed prior to placement in on-site externship.

Prerequisite: HIT 196, HIT 197 and MOA 235 with grades of C or better.

MOA 280 Medical Assistant Externship (1-10) 3 crs.

Provides 160 hours during the semester of supervised experience in a health care facility to enhance the student's administrative technical skills. One-hour seminars throughout the semester 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 externship.

Prerequisite: MOA 215 and MOA 235 with grades of C or better.

MOA 291 Certified Medical Assistant Review (1-0) 1 cr.

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.

Prerequisite: Prior or concurrent enrollment in MOA 280 with a grade of C or better.

MOA 299 Medical Office Capstone (3-0) 3 crs.

Guides the development of a capstone project and integrates theory and skills from MOA coursework. 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.