

MEDICAL OFFICE ADMINISTRATION

Medical Assistant Certificate

This concentrated 36 credit-hour certificate 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, diagnostic testing, patient education, and preparation and administration of medications.

The program may be taken part-time and many courses are available on an evening schedule. An orientation and planning session is recommended by the coordinator. Detailed information is available on the website harpercollege.edu

Professional Accreditation and Certification:

The Medical Assistant certificate program at Harper College has been accredited by the Commission on the Accreditation of Allied Health Educational Programs (CAAHEP) upon recommendation of the Medical Assistant Education Review Board (MAERB). 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-AAMA).

Please contact the program coordinator for current name(s) and pertinent information regarding the national professional organization(s) affiliated with the programs in the Medical Office Administration department.

Required:

A grade of C or better in all BIO, HSC and MOA courses is required for all students.

| Number | Course Title | Credits |
|---------|--|---------|
| BIO 135 | Introduction to Human Anatomy and Physiology | 4 |
| ENG 101 | Composition | 3 |
| HSC 112 | Medical Terminology | 2 |
| HSC 165 | Basic Pharmacology | 1 |
| HSC 213 | Legal and Ethical Issues in Health Care | 2 |
| MOA 145 | Health Care Records Management | 2 |
| MOA 150 | Math Applications in Health Care | 1 |
| MOA 195 | Principles of Health Insurance Billing | 3 |
| MOA 215 | Clinical Procedures ¹ | 8 |
| MOA 235 | Health Care Office Procedures | 3 |
| MOA 280 | Medical Assistant Externship ¹ | 3 |
| MOA 291 | Certified Medical Assistant Review | 1 |
| PSY 101 | Introduction to Psychology | 3 |

¹ Students must submit an American Heart Association Cardiopulmonary Resuscitation for the Health Care Provider (CPR) certificate before entering externship.