



Medical Office Assistant

Program **MED.OA.CERT**
CIP 510716

Certificate of Proficiency

The Certificate of Proficiency in Medical Office Assistant prepares students to enter or transition into health professions careers including but not limited to medical assistant (depends on the setting), medical biller, medical coder, and medical office assistant. Graduates are prepared for employment in medical settings of all sizes to help others and support the distribution of health information, and to pursue further education.

This two-semester (or less) credit program is ideal for those seeking to immediately enter the health-care field. Students who complete this certificate can consider taking the Certified Medical Administrative Assistant (CMAA) and Certified Professional Coder (CPC) exams.

PROGRAM OUTCOMES

Successful graduates of this program will be able to understand and apply concepts learned in:

- Anatomy and physiology
- Oral and written communication
- Microsoft applications
- Medical terminology
- Medical ethics
- Medical office procedures
- Medical billing and coding

Every effort is made to keep current with the constant changes in government and insurance regulations in order to ensure that program content reflects up-to-date requirements and procedures.

Paid internships may be available exclusively for Medical Office Assistant majors. Depending on the healthcare employer, future tuition toward degrees may be partially reimbursed. Medical Office Assistant students who meet One-Stop Career Center qualifications may receive up to \$4000 in financial support toward completing this certificate.

Admission to the program requires a high school diploma or its equivalent. MCCC may accept and award some credits earned from other accredited schools and the MCCC Center for Continuing Studies toward this credit certificate. At least 15 credits must be completed at MCCC. Visit www.mccc.edu/moa for details.

Upon successful completion of the Certificate of Proficiency in Medical Office Assistant, students can complete MCCC's **Health Science A.A.S. degree** in only two additional semesters, and at least half of the certificate's credits may count toward most other associate degrees in MCCC's Health Professions Division.

Certificate Curriculum

| Code | Course (lecture/lab hours) | Credits |
|------------------------------------|--|-----------|
| FIRST SEMESTER: 16 credits | | |
| BIO 103 | Anatomy and Physiology I (3/3) | 4 |
| CSW 100 | College Success and Personal Wellness (2/0)† | 2 |
| ENG 101 | English Composition I (3/0) | 3 |
| MAT 135 | Intermediate Algebra (4/0) ¹ | 4 |
| PSY 101 | Introduction to Psychology (3/0) | 3 |
| SECOND SEMESTER: 15 credits | | |
| CMN 111 | Speech: Human Communication (3/0) | 3 |
| HPE 113 | Medical Terminology (3/0) | 3 |
| IST 101 | Computer Concepts with Applications (2/2) | 3 |
| MOA 101 | Medical Ethics and Office Procedures (3/0) ² | 3 |
| MOA 103 | Medical Billing and Coding Procedures (3/0) ² | 3 |
| | | 31 |

AWARDED: Certificate of Proficiency in Medical Office Assistant

Students who graduate will receive 1 credit toward the A.A.S. in Health Science professional core.

¹ MAT 125 may be an acceptable substitution, with approval from the Medical Office Assistant program coordinator.

² Offered every Fall and Spring on both campuses. Prerequisites: BIO 103, CSW 100, ENG 101, MAT 135, PSY 101. Credits for MOA 101 and 103 can alternatively be earned through completing Center for Continuing Studies classes. Consult program coordinator for details.

† Some exemptions apply. Consult program coordinator for details.

NOTE: Students must earn a minimum grade of C in HPE 113 and all MOA courses to graduate. Students must also earn a minimum grade of C in all science and math courses to graduate with the A.A.S. in Health Science.

Health Science A.A.S. Curriculum

| Code | Course (lecture/lab hours) | Credits |
|---------------------------------------|--|--------------|
| THIRD SEMESTER: 16-17 credits | | |
| BIO 104 | Anatomy and Physiology II (3/3) | 4 |
| ENG 102 | English Composition II (3/0) | 3 |
| — | General Education Elective ¹ | 3 |
| — | Technical and Professional Elective ² | 3 |
| — | Technical and Professional Elective ² | 3-4 |
| FOURTH SEMESTER: 16-17 credits | | |
| BIO 201 | Microbiology (3/3) ³ | 4 |
| — | General Education Elective ¹ | 3 |
| — | Technical and Professional Elective ² | 3 |
| — | Technical and Professional Elective ² | 3 |
| — | Technical and Professional Elective ² | 3-4 |
| | | 64-66 |

AWARDED: Associate in Applied Science degree in Health Science

¹ Select courses from the following general education categories: Social Science, Humanities, Historical Perspective, Diversity and Global Perspective.

² Approved electives include BIO 101, 102, 201, 208, 217; BUS 105, 209; CHE 101, 102, 107, 201; CIS 173, 175; CMN 111, 112; HPE 101, 105, 113, 151, 241; MAT 125, 126, 135, 140, 146, 200; MLT 112; OST 219; NUR 151; PBH 101; PHI 205; PHY 101, 102, 109, 111; PTA 105; SPA 101, 102, 121, 122.

³ BIO 208 and CHE 201 are acceptable alternatives.

NOTE: Students must earn a minimum grade of C in all science and math courses to graduate. Students interested in the Rider University guaranteed transfer for the Allied Health Studies B.S. degree must see the Health Science program coordinator.