



**WESTERN COLORADO**  
**COMMUNITY COLLEGE**  
*A Division of Colorado Mesa University*

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# **MEDICAL OFFICE ASSISTANT**

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**Award: Associate of Applied Science  
(AAS)**



## **About the Medical Office Assistant Program**

Begin a career in health care by learning to work in a medical clinic or physician's office. You will learn to perform the administrative tasks of a medical receptionist and work in the clinical areas by helping with physical examinations, diagnostic tests and treatment procedures.

Clinical duties could include: Taking brief medical histories, obtaining vital signs, preparing patients for examinations, assisting health care providers during examinations and procedures, taking electrocardiograms, preparing and administering medications, and performing phlebotomy and basic laboratory tests. Administrative duties could include: using electronic medical records, arranging for diagnostic tests and laboratory services, completing insurance information, answering telephones, scheduling appointments, and assisting with billing and coding.

### **Program Strengths**

- Complete AAS degree in two years as a full-time student
- Eligible to take a certification examination from the American Medical Technologists, a national certification agency, to become a Registered Medical Assistant (RMA)
- Practical internship practice provides 225 hours of direct hands-on training

## **MOA AAS Course Listings**

For MOA Associate of Applied Science course listing visit the program sheet at [http://www.coloradomesa.edu/academics/documents/AAS\\_MedicalOfficeAssistant\\_1415.pdf](http://www.coloradomesa.edu/academics/documents/AAS_MedicalOfficeAssistant_1415.pdf). To schedule an advising appointment or for general information about the MOA program contact:

Elizabeth Moore  
MOA Program Coordinator  
Western Colorado Community College  
2508 Blichmann Avenue  
BH 108  
Grand Junction, CO 81505  
Phone (970) 255-2630

## **MOA AAS APPLICATION PROCESS**

When you are **about to complete the essential learning requirements and prerequisites** you will need to submit a copy of your transcripts (located in your MavZone Degree Works) to your MOA Academic Advisor. If currently enrolled in a prerequisite please include an instructor signed "request for grade" form verifying the grade you are expected to receive. Before you can be registered for the MOAP classes you will need to submit the following documents to your MOA Academic Advisor.

- \_\_\_\_\_ 1. **Complete the MOA Associate of Applied Science Application.**
  
- \_\_\_\_\_ 2. **CPR Certification** – must be Basic Life Support (BLS) for the Healthcare Provider.
  - Contact the American Heart Association at [www.OnlineAHA.org](http://www.OnlineAHA.org) to locate a classroom based course or to register for a course online.
  
- \_\_\_\_\_ 3. **Proof of Immunizations**
  - Measles/Mumps/Rubella (2 required)
  - Varicella vaccination, titer, or documented proof you had the disease
  - Influenza vaccination (current within one year)
  - Tdap (current within 10 years)
  - Hepatitis B (series of 3 immunizations). All 3 must be completed by start of clinical placement
  - TB skin test (two-step required)
  
- \_\_\_\_\_ 4. **Background Check** online at [www.certifiedbackground.com](http://www.certifiedbackground.com)
  - Click on "students"
  - Enter package code:
    - CY44 Colorado residents order this package
    - CY44OS Non-Colorado residents order this package
  - Set up a Certified Profile account and proceed through the prompts
  
- \_\_\_\_\_ 5. **Professional Liability Insurance**
  - If you wish you may apply for insurance through the National Professional Group as a student medical office assistant. The website is [www.hpsso.com](http://www.hpsso.com). Students may choose to go through a different company, however, the policy must be comprehensive general liability insurance covering bodily injury and property damage liability with minimum coverage limits of \$1,000,000 per occurrence/\$2,000,000 general total limit, and medical professional liability insurance with minimum coverage limits of \$1,000,000 per claim/\$3,000,000 annual aggregate.

## **MOA AAS Program Fees (approximate)**

Does not include tuition (for current tuition rates visit [www.coloradomesa.edu/studentaccounts/expenses.html](http://www.coloradomesa.edu/studentaccounts/expenses.html))

Background Check	100.00
Professional Liability Insurance-per year	35.00
Textbooks (CMU Bookstore)	800.00
Vaccines (varies widely)	100.00+
Clinical Travel (if required)	250.00
<b>Supplies/Uniforms:</b>	
Stethoscope – (\$30 - \$100)	100.00
Watch w/Second Hand	20.00
Scrubs (\$40 x 4 recommended)	160.00
Black Pen	3.00
Shoes	70.00
Name Tag	7.00

# **MOA AAS Application**

## **Contact Information:**

- Full legal name \_\_\_\_\_  
Last                  First                  Middle Initial                  Maiden Name
- Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ CMU ID No. \_\_\_\_\_
- Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
(Address where letter regarding acceptance should be mailed) City, State, Zip
- CMU email (please print clearly): \_\_\_\_\_
- Phone number with area code: ( \_\_\_\_\_ ) Cell:( \_\_\_\_\_ )
- Are you a current Colorado Mesa University student?                   Yes  No
- Is this the first time you have applied to the WCCC/CMU MOA program?                   Yes  No
- Do you have any medical certifications? Provide proof of certifications with application  
(*must involve direct patient care*).