



MEDICAL OFFICE ASSISTANT

Award: Certificate



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 certificate requirements in 1 year full-time or 2 years part-time
- Eligible to take 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 Certificate Course Descriptions

For Medical Office Assistant technical certificate course listing visit the program sheet at www.coloradomesa.edu/academics/documents/Cert_Medical_Office_Assistant_1516.pdf. To schedule an advising appointment contact:

Gracie Bubulka-Hatmaker,

Program Director

ghatmaker@coloradomesa.edu

Western Colorado Community College

2508 Blichmann Avenue

BH 108

Grand Junction, CO 81505

Phone (970) 255-2630

APPLICATION and ADMISSION PROCEDURE

1. **Apply** to Western Colorado Community College online at www.coloradomesa.edu/wccc.
2. Obtain **CPR Certification** – must be Basic Life Support (BLS) for the Healthcare Provider.
 - Contact the American Heart Association at www.OnlineAHA.org to locate a classroom based course or to register for a course online.
3. Complete **Background Check** online at 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
4. **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 that must be completed by start of clinical placement
 - TB skin test (two-step required)
5. Submit **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. 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.

ATTACH ALL OF THESE DOCUMENTS TOGETHER AND SUBMIT TO THE PROGRAM DIRECTOR

MOA Certificate Program Fees (approximate)

Does not include tuition (for current tuition rates visit 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
Supplies/Uniforms:	
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 Certificate 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 pertinent medical certifications? Provide proof of certifications with application

Write 3 paragraphs about why you want to be accepted into the Medical Office Assistant program
