



**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

- . To schedule an advising appointment or for general information about the MOA program contact:

Western Colorado Community  
College 2508 Blichmann Avenue  
Grand Junction, CO  
81505  
Phone (970) 255-2630

### **MOA OFFICE HOURS**

**Liz Moore**  
M W F 10:30-11:30  
**Karrie Stanfill**  
T TH 9:15-10:15

## **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 will receive. You will need to submit the following documents to your MOA Academic Advisor before registering for the MOAP classes.

1. **Apply to Western Colorado Community College on line at:**  
[www.coloradomesa.edu/wccc](http://www.coloradomesa.edu/wccc)
2. **Complete the MOA Associate of Applied Science Application**
3. Contact MOA program at 970-255-2630, to schedule an appointment with a MOA advisor.
4. Application deadline is June 1. Class capacity of 20 students. Applicant accepted until the classes are full.

## **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))

CPR	75.00
Background Check request online at American DataBank- <a href="http://www.wccbackground.com">http://www.wccbackground.com</a>	21.00
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 for letter regarding acceptance) 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?      Yes       No

- Provide proof of certifications with application  
(*must involve direct patient care*).