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# MEDICAL OFFICE ASSISTANT

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**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](http://www.coloradomesa.edu/academics/documents/Cert_Medical_Office_Assistant_1516.pdf). To schedule an advising appointment contact:

Contact

970-255-2630

Western Colorado Community College  
2508 Blichmann Avenue  
Grand Junction, CO 81505  
Phone (970) 255-2808

MOA OFFICE HOURS

**Liz Moore**

M W F 10:30-11:30

**Karrie Stanfill**

T TH 9:15-10:15

## APPLICATION and ADMISSION PROCEDURE

1. **Apply** to Western Colorado Community College online at [www.coloradomesa.edu/wccc](http://www.coloradomesa.edu/wccc).
2. Complete MOA Certificate 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. Applications will be accepted until classes are filled.

## **MOA Certificate 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	100.00
Professional Liability Insurance-peryear	35.00
Textbooks (CMU Bookstore)	800.00
Vaccines (varies widely)	100.00+
Clinical Travel (ifrequired)	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

