



# WESTERN COLORADO COMMUNITY COLLEGE

*A Division of Colorado Mesa University*

## Medical Office Assistant MOA

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 can 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 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.

MOA classes are at Western Colorado Community College, **2501 Blichmann Ave, Bishop Health Sciences building, Room 112.**

# Suggested Course Sequence:

Fall Semester		Total 17 credits
MOAP 147	Medical Terminology	4 credits
MOAP 111	Introduction to Medical Office Assistant	3 credits
MOAP 110	Medical Office Administration	4 credits
MOAP 133*	Basic Medical Sciences I*	4 credits
MOAP 136	Introduction to Clinical Skills	2 credits
Spring Semester		Total 18 credits
MOAP 130	Medical Office Administration Insurance Billing and Coding	3 credits
MOAP 135**	Basic Medical Sciences II**	4 credits
MOAP 138	Medical Assisting Laboratory Skills	4 credits
MOAP 140	Medical Assisting Clinical Skills	4 credits
MOAP 150	Pharmacology for Medical Assistants	3 credits
Summer Semester		Total 6 credits
MOAP 183	Medical Assistant Internship (225 hours)	5 credits
MOAP 189	Review for Medical Assistant National Exam	1 credit

• BIOL 209/209L may be substituted for MOAP 133

\*\* BIOL 210/210L may be substituted for MOAP 135.

## Medical Office Assistant Course Descriptions

### **MOAP 110 – Medical Office Administration (4 Credits)**

Learn to perform the administrative duties specifically used in medical offices.

### **MOAP 111 – Introduction to Medical Assisting (3 Credits)**

Description and career opportunities. Professionalism and effective communication. Overview of health care, types of organizations and health care team. Legal considerations in the medical office, patient rights and the Health Information Portability and Accountability Act (HIPAA), and principles of law and ethics in health care.

### **MOAP 130 - Medical Office Administration Insurance Billing and Coding (3 Credits)**

Introduction to outpatient coding with topics including identifying medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), and establishing the medical necessity required for third-party reimbursement.

### **MOAP 133 - Basic Medical Sciences I (4 credits)**

Organization and function of the human body. Introductory anatomy, physiology, and pathophysiology of integumentary, musculoskeletal, cardiovascular, blood, lymphatic and immune, and respiratory. Health problems, illnesses, diagnostic tests, drug therapy and treatment common in the ambulatory patient care setting.

### **MOAP 135 - Basic Medical Sciences II (4 Credits)**

Organization and function of urinary, male and female reproductive systems, musculoskeletal, and eyes, ears, nose and throat. Implications in pediatrics, geriatrics and nutrition are reviewed. Health problems, illnesses, diagnostic tests, drug therapy and treatment common in the ambulatory patient care setting.

## Medical Office Assistant Course Descriptions cont.

### **MOAP 136 – Introduction to Clinical Skills (2 Credits)**

Principles and procedures. Collection of patient history and data, vital signs, height, weight, and appropriate documentation. Methods of assisting clinicians with physical examinations, procedures, and treatments in the medical office. Infection control and medical asepsis.

### **MOAP 138 – Medical Assisting Laboratory Skills (4 Credits)**

Laboratory skills and techniques for collection, handling, examination and testing of laboratory specimens often encountered in the ambulatory care setting. Emphasizes hands-on experience.

### **MOAP 140 – Medical Assisting Clinical Skills (4 Credits)**

Principles and procedures. Methods of assisting clinicians with specialty physical examinations, diagnostic testing, procedures, treatments, and minor surgical procedures in the medical office. Principles of medication administration with an emphasis on oral and parenteral routes of drug administration.

### **MOAP 147 Medical Terminology (4 Credits)**

Basic medical terminology as applied to major systems of the body and related diseases. Includes special applications and related to medical practice with emphasis on spelling.

### **MOAP 150 Pharmacology for Medical Assistants (3 Credits)**

Overview of pharmacology. Drug action and uses, names, classifications, effects, interactions, regulation and safety. Vaccine and immunization schedules and administration. Information regarding the measurement of medications, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided.

### **MOAP 183 – Medical Assistant Internship (5 Credits)**

Supervised placement in contracted facility for guided experience in application of knowledge and skill acquired in the classroom. Business and clinical procedures. **Positions are non-paid due to accreditation requirements.**

### **MOAP 189 – Review for Medical Assistant National Exam (1 Credit)**

Preparation and practice for a national registration examination.

### **To schedule an advising appointment contact:**

#### **Medical Office Assistant Program**

**Karrie Stanfill**

2501 Blichmann Avenue #108, Grand Junction, CO 81505

[kstanfill@coloradomesa.edu](mailto:kstanfill@coloradomesa.edu)

#### **Please note:**

- There is not a application process for the Medical Office Assistant Program. Students are accepted in a first come first serve basis.
- You must be a current WCCC/CMU student.
- While some students are able to, we do not recommend working while in the program. You should consider that for every hour of class, it is expected that you spend two hours in preparation. Working is not an excuse for missing class or not completing assignments.
- You are required to complete an internship that is 225 hours. You will be expected to be available at the same times your site is open. Typically, this is M-F 8:00 am – 5:00 pm. Times will vary depending on the site you are assigned to. This internship must be non-paid due to accreditation requirements.
- Make an appointment with financial aid to discuss your needs for the program. Summer classes are required and may affect your financial aid.
- We recommend that you have your own computer as many of the MOA courses include computer and Internet-based assignments. Having your own computer gives you more freedom in completing course assignments. Computer labs are available on campus for student use. As a student, you are provided an email address, which you will be required to access regularly. CMU also provides each student Office 365 for up to five platforms (iPad, computer, etc.) for free.

## Medical Office Assistant Program + Fees\*

In-State Tuition (CMU tuition, Technical Certificate 41 college credits)	\$13,043
Course Fees	\$60
Cengage Unlimited eTextbooks (year subscription)	\$140
Davis' Drug Guide for Nurses	\$40
EHRgo (year subscription)	\$105
EncoderPro (semester)	\$55
Uniform/Scrubs (pewter/dark gray)	\$100
Stethoscope	\$100
BP cuff (optional)	\$40
Watch with second hand	\$20
Drug Screen	\$40
Background check	\$24
Professional liability insurances	\$40
MyClinical Exchange	\$36
Medical Assistant National Exam	\$120
<b>TOTAL ESTIMATED COST</b>	<b>13,963</b>

This list has been provided as a guide to assist students in budgeting, but is not guaranteed to be accurate. It may change without notice

### Program Requirements:

We will discuss the following requirements during MOAP 111 – Introduction to Medical Assisting. They must be completed before you will be able to enroll in MOAP 138 – Medical Assistant Lab Skills

- Health Examination (form will be given in class)
- Proof of Immunizations/Titers:
  - Measles/Mumps/Rubella
  - Tetanus
  - Chicken Pox (Varicella)
  - Hepatitis B
  - Flu (starting in October)
- 2-step TB skin test (first one administered and the second within 1-3 weeks later)
- Background check
- Drug Screen
- Purchase liability insurance
- Upload information into MyClinical Exchange

If you have any questions, please contact:

**Karrie Stanfill**

**970-255-2630 or [kstanfill@coloradomesa.edu](mailto:kstanfill@coloradomesa.edu)**