

MEDICAL OFFICE ASSISTANT: ADMINISTRATIVE

The Medical Office Assistant: Administrative degree is designed to provide students with essential knowledge and skills to assume responsible administrative positions in medical offices. The core curriculum in the Medical Office Assistant: Administrative program focuses on the effective use of medical terminology and the mechanics of medical coding and billing procedures. Additional courses emphasize contemporary medical office technology skills such as effective computer files management, data entry, and word processing. Students will develop solid skills in bookkeeping/accounting, math, and oral communication as well as an in depth understanding and appreciation of ethical issues related to employment in a medical office.

Student Learning Outcomes for this major are:

- Demonstrate effective use of advanced medical terminology.
 - Identify, evaluate, and appropriately apply principles of medical office administration and demonstrate competency in performing administrative clerical duties.
 - Demonstrate accuracy in common medical insurance billing and coding procedures to ensure proper reimbursement.
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A. GENERAL EDUCATION REQUIREMENTS

See pages 55-57 for details.

B. REQUIRED COURSES

33.75 units distributed as follows:

1. All courses from the following (19.75 units):

- HEA 149 Introduction to Medical Ethics and Law
- MOA 235 Introduction to Administrative Medical Assisting
- MOA 236 Basic Principles of Medical Coding
- MOA 237 Medical Insurance Billing
- MOA 238 Medical Terminology, Part 1
- MOA 240 Medical Terminology, Part 2

2. All courses distributed as follows: (10 units):

- BSN 104 Business Communications
- CAO 120 Word Processing
- CAO 157A Introduction to Microsoft Outlook

3. One course selected from the following (4 units):

- BSN 110A Financial Accounting I
- BSN 152A Fundamentals of Bookkeeping I
- BSN 105 Professional Communication
- SPE 102 Intercultural Communications
- SPE 104 Speech Communication

C. ELECTIVE UNITS to bring the total to 90.