

MEDICAL OFFICE ASSISTANT: ADMINISTRATIVE

The Medical Office Assistant: Administrative certificate 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 certificate 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.

A. 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 as follows (10 units):

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

3. One course 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