

Medical Office Administration

Associate of Applied Science (A.A.S.)

Transfer Options

- Arkansas State University-Jonesboro
 - BAS Organizational Supervision
- Oklahoma State University Institute of Technology
 - Bachelor of Technology Applied Technical Leadership
- University of Arkansas-Fort Smith
 - Bachelor of Applied Science

The Medical Office Administration (MOA) program offers specialized administrative and clinical skills which are required to coordinate office functions in a healthcare setting.

Graduates are prepared for positions such as medical coding associates, medical office administrators, medical assistants, medical billing specialists, and medical language specialists.

The Medical Office Administration technical certificate prepares students for entry-level medical office positions, such as receptionist and office clerks. All courses in this curriculum apply toward the A.A.S. degree in Medical Office Administration. The Medical Coding technical certificate offers specialized training in the review of medical documents for the assignment of ICD-10-CM and CPT codes used for medical billing and insurance purposes. All courses in this curriculum apply toward the A.A.S. degree in Medical Office Administration. All courses in the Certificate of Proficiency in Medical Office Administration apply toward the technical certificate and A.A.S. degree in Medical Office Administration.

Program Goals

- The MOA Program will provide students with the skills necessary for job entry.
- The MOA Program will provide students with the knowledge of current office software.
- The MOA Program will provide students with the knowledge of medical coding and billing in the context of authentic medical documents.
- The MOA Program will provide students with the necessary vocabulary terms, definitions, and pronunciations in the context of each medical specialty in medical office administration.



DEGREE PLAN
2021-2022

Developmental Coursework

| Course Number | Course Title | Required | Enrolled | Completed |
|---------------|-------------------|--------------------------|--------------------------|--------------------------|
| ENGL 0121 | Composition I Lab | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Semester I (15 hours)

| Course Number | ACTS# | Course Title | Enrolled | Completed |
|--------------------------|-----------|-----------------------------|--------------------------|--------------------------|
| ^{1,2} ENGL 1113 | ENGL1013 | Composition I [P1] | <input type="checkbox"/> | <input type="checkbox"/> |
| ^{1,2} MATH 1063 | MATH1113 | Math Reasoning | <input type="checkbox"/> | <input type="checkbox"/> |
| MIS 1003 | CPSI 1013 | Introduction to Computers | <input type="checkbox"/> | <input type="checkbox"/> |
| OS 1002 | N/A | Introduction to Keyboarding | <input type="checkbox"/> | <input type="checkbox"/> |
| ¹ OS 2283 | N/A | Microsoft Word [P2] | <input type="checkbox"/> | <input type="checkbox"/> |
| GSTD 1021 | N/A | Student Success I | <input type="checkbox"/> | <input type="checkbox"/> |

Semester II (16 hours)

| Course Number | ACTS# | Course Title | Enrolled | Completed |
|---------------------------|-----------|-------------------------------|--------------------------|--------------------------|
| ^{1,2,3} AH 1143 | N/A | Medical Terminology | <input type="checkbox"/> | <input type="checkbox"/> |
| ² MOA 2013 | N/A | Medical Coding I [C1] | <input type="checkbox"/> | <input type="checkbox"/> |
| ¹ CS 2223 | N/A | Electronic Spreadsheet [C2] | <input type="checkbox"/> | <input type="checkbox"/> |
| OS 1023 | BUSI 1103 | College Keyboarding [P3] | <input type="checkbox"/> | <input type="checkbox"/> |
| ^{1,2,3} MOA 1003 | N/A | Medical Office Administration | <input type="checkbox"/> | <input type="checkbox"/> |
| GSTD 1031 | N/A | Student Success II | <input type="checkbox"/> | <input type="checkbox"/> |

Semester III (16 hours)

| Course Number | ACTS# | Course Title | Enrolled | Completed |
|---|-----------|--|--------------------------|--------------------------|
| BA 2223 | BUSI 2013 | Business Communications [P4] | <input type="checkbox"/> | <input type="checkbox"/> |
| ² MOA 1013 | N/A | Basic Pharmacology | <input type="checkbox"/> | <input type="checkbox"/> |
| ² MOA 2003 | N/A | Essentials of Anatomy & Physiology | <input type="checkbox"/> | <input type="checkbox"/> |
| ¹ OS 1143 | N/A | Speed Building [P5] | <input type="checkbox"/> | <input type="checkbox"/> |
| GSTD 1041 | N/A | Student Success III | <input type="checkbox"/> | <input type="checkbox"/> |
| ¹ Choose three (3) hours from these courses: | | | | |
| ECON 2103 | ECON 2203 | <input type="checkbox"/> Principles of Microeconomics [P6] | <input type="checkbox"/> | <input type="checkbox"/> |
| ECON 2003 | ECON 2103 | <input type="checkbox"/> Principles of Macroeconomics [P6] | | |

Semester IV (15 hours)

| Course Number | ACTS# | Course Title | Enrolled | Completed |
|-----------------------|-------|-------------------------------|--------------------------|--------------------------|
| ² MOA 2023 | N/A | Medical Coding II [P7] | <input type="checkbox"/> | <input type="checkbox"/> |
| ² MOA 2043 | N/A | Medical Billing | <input type="checkbox"/> | <input type="checkbox"/> |
| MOA 2053 | N/A | Electronic Health Records | <input type="checkbox"/> | <input type="checkbox"/> |
| ¹ OS 1113 | N/A | Records & Database Management | <input type="checkbox"/> | <input type="checkbox"/> |
| CE 2403 | N/A | Internship | <input type="checkbox"/> | <input type="checkbox"/> |

Total Credit Hours: 62

¹ Indicates Technical Certificate in **Medical Office Administration (27 hours)**.

² Indicates Technical Certificate in **Medical Coding (27 hours)**.

³ Indicates Certificate of Proficiency in **Medical Office Administration (6 hours)**.

Program Learning Outcomes (PLOs)

- PLO 1. Students will develop an understanding of information and skills necessary to assist physicians in basic medical procedures.
- PLO 2. Students will complete training in word processing, spreadsheet, database, electronic health records, coding, and billing software.
- PLO 3. Students will develop keyboarding speed and accuracy.
- PLO 4. Students will apply learned skills to real-world scenarios.
- PLO 5. Students will apply knowledge and technology skills of the medical coding and billing process.
- PLO 6. Students will develop a thorough knowledge of medical terminology, anatomy, and physiology and medical word research techniques.

General Information

- Developmental coursework may be required in addition to the courses required for this degree and/or certificate(s).
- A [P] indicates that a prerequisite is required before the course can be taken. Refer to the prerequisites table listed below the degree plan or the course description in the College Catalog to determine the prerequisite.

General Requirements

- This degree requires successful completion of **62** credit hours.
- All degree-seeking students are required to take Student Success.
- A minimum 2.00 cumulative grade point average is required for graduation.
- Satisfaction of all financial obligations due to the college is required for graduation.

Residency Requirement

The student is required to complete a minimum of 15 semester hours in residence at SAU Tech for associate degrees and technical certificates and half of the credit hours required for certificates of proficiency as well as complete all other graduation requirements. Students who wish to pursue additional degrees must complete a minimum of 15 credit hours of difference between the degrees.

ACTS Course Numbers

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. Go to <http://acts.adhe.edu> for more information.

PREREQUISITES

| | |
|----|---------------------------------------|
| P1 | Refer to the SAU Tech Placement Plan. |
| P2 | OS 1002 OR ability to type 25 WPM. |
| P3 | OS 1002. |
| P4 | ENGL 1113. |
| P5 | OS 2283 or permission of instructor. |
| P6 | MATH 1023 OR MATH 1063. |
| P7 | MOA 2013. |

CO-REQUISITES

| | |
|----|--|
| C1 | AH 1143. |
| C2 | MATH 1023 OR MATH 1023 and MATH 0121 OR MATH 1063. |