

# Medical Office Administration

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

## Transfer Options

- Arkansas State University-Jonesboro
  - BAS Organizational Supervision
- University of Arkansas-Fort Smith
  - Bachelor of Applied Science

The Medical Office Administration program offers specialized administrative and clinical skills which are required to coordinate office functions in a healthcare setting. Graduates who opt to take Medical Assisting are prepared to take the Certified Medical Administrative Specialist (CMAS) and the Registered Medical Assistant (RMA) national certification examinations. Graduates who opt to take Medical Coding II are prepared to take the Certified Professional Coders (CPC) national certification examination through the American Academy of Professional Coders. Graduates who opt to take Medical Billing are prepared to take the Certified Medical Billing Specialist (CMBS) national certification examination through the Medical Billing Association. 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

1. The MOA Program will provide students with the skills necessary for job entry.
2. The MOA Program will provide students with the knowledge of current office software.
3. The MOA Program will provide students with the knowledge of medical coding and billing in the context of authentic medical documents.
4. 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.

## Program Outcomes

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



DEGREE PLAN  
2019-2020

## Developmental Coursework

Course Number	Course Title
CO0143	Introduction to Language Arts
CO0243	Writing Workshop
MATH0133	Transitional Math 1
MATH0233	Transitional Math 2

## Semester I (16 hours)

Course Number	ACTS#	Course Title
<sup>1,2</sup> ENGL1113	ENGL1013	Composition I [P1]
<sup>1,2,3</sup> MIS1003	CPSI100	Introduction to Computers
<sup>1</sup> OS1133	N/A	Skill Building
<sup>1</sup> OS2283	N/A	Microsoft Word [P4]
<sup>1,2,3</sup> AH1143*	N/A	Medical Terminology
GSTD1021	N/A	Student Success I

\*Courses available online only.

## Semester II (16 hours)

Course Number	ACTS#	Course Title
<sup>1</sup> CS2223	N/A	Electronic Spreadsheet [P5]
<sup>1,2</sup> MATH1063	MATH1003	College Math [P1]
<sup>1,2,3</sup> MOA1003	N/A	Medical Office Administration
<sup>1,2</sup> MOA1013	N/A	Basic Pharmacology
<sup>1</sup> MOA1023	N/A	Human Resource Management
GSTD1031	N/A	Student Success II

## Semester III (16 hours)

Course Number	ACTS#	Course Title
<sup>1</sup> BA2223	BUSI2013	Business Communications [P2]
<sup>2</sup> MOA2003	N/A	Essentials of Anatomy & Physiology
<sup>2</sup> MOA2013	N/A	Medical Coding I [P8]
MOA2033	N/A	Medical Assisting
PSYC2003	PSYC1103	General Psychology
GSTD1041	N/A	Student Success III

## Semester IV (15 hours)

Course Number	ACTS#	Course Title
CE2403	N/A	Internship
OS1113	N/A	Records & Database Management [P6]
<sup>2</sup> MOA2043	N/A	Medical Billing
<sup>2</sup> MOA2113	N/A	Medical Coding II [P7]
MOA2053	N/A	Electronic Health Records

<sup>1</sup>Indicates Technical Certificate in **Medical Office Administration (33 hours)**.

<sup>2</sup>Indicates Technical Certificate in **Medical Coding (30 hours)**.

<sup>3</sup>Indicates Certificate of Proficiency in **Medical Office Administration (9 hours)**.

## PREREQUISITES

P1	Refer to the SAU Tech Placement Plan.
P2	ENGL1113-Composition I.
P3	Ability to type at 25 wpm
P4	Eligible for ENGL1113-Composition I and OS1123-KeyBoard or ability to type 40wpm.
P5	OS1123-KeyBoarding or ability to type 25 2pm.
P6	OS2283-MS Word or permission of instructor.
P7	MOA2013-Medical Coding I.
P8	AH1143-Medical Terminology.

**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 63 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.

**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.