

## MEDICAL OFFICE ADMINISTRATION

### Medical Assistant Certificate

*This concentrated 36 credit-hour certificate program is designed for the individual who is interested in becoming a medical assistant in a physician's office or other outpatient health care setting. The curriculum provides training in a variety of administrative and clinical tasks to facilitate the work of the physician. Administrative duties include patient communication, computer skills and record keeping. Clinical duties include assisting with examinations, treatments, diagnostic testing, patient education, and preparation and administration of medications.*

*The program may be taken part-time and many courses are available on an evening schedule. An orientation and planning session is recommended by the coordinator. Detailed information is available on the website [harpercollege.edu](http://harpercollege.edu)*

*Professional Accreditation and Certification:*

*The Medical Assistant certificate program at Harper College has been accredited by the Commission on the Accreditation of Allied Health Educational Programs (CAAHEP) upon recommendation of the Medical Assistant Education Review Board (MAERB). Graduates of the programs are eligible to sit for the national certification examination sponsored by the American Association of Medical Assistants (AAMA). The MOA graduate who successfully completes this national examination is credentialed as a Certified Medical Assistant (CMA-AAMA).*

*Please contact the program coordinator for current name(s) and pertinent information regarding the national professional organization(s) affiliated with the programs in the Medical Office Administration department.*

**Required:**

A grade of C or better in all BIO, HSC and MOA courses is required for all students.

Number	Course Title	Credits
BIO 135	Introduction to Human Anatomy and Physiology .....	4
ENG 101	Composition I .....	3
HSC 112	Medical Terminology .....	2
MOA 100	Introduction to Medical Assisting .....	3
MOA 145	Health Care Records Management .....	2
MOA 150	Math Applications in Health Care .....	1
MOA 195	Principles of Health Insurance Billing .....	3
MOA 215	Clinical Procedures <sup>1</sup> .....	8
MOA 235	Health Care Office Procedures .....	3
MOA 280	Medical Assistant Externship <sup>1</sup> .....	3
MOA 291	Certified Medical Assistant Review .....	1
PSY 101	Introduction to Psychology .....	3

<sup>1</sup> Students must submit an American Heart Association Cardiopulmonary Resuscitation for the Health Care Provider (CPR) certificate before entering externship.