MEDICAL OFFICE ASSISTANT (TECHNICAL CERTIFICATE)

Award: Technical Certificate
Program of Study: Medical Office Assistant
Program Code: 1158

This program prepares individuals to perform routine clinical and administrative functions in health care facilities, primarily medical clinics or physician's offices. Students successfully completing this program will be able to perform the administrative tasks of a medical receptionist and work in the clinical areas by providing assistance with physical examinations, diagnostic tests and treatment procedures.

All students successfully completing the program are eligible to take the national certification examination offered by the American Medical Technologists, a national certifying agency, to become a Registered Medical Assistant.

For more information on what you can do with this major, visit CMU Tech's Programs of Study page.

All CMU/CMU Tech technical certificate graduates are expected to demonstrate proficiency in specialized knowledge/applied learning, communication fluency, and critical thinking. In addition to these campus#wide student learning outcomes, graduates of this major will be able to:

1. Use program-level mathematical concepts and methods to understand, analyze, and explain medical assistant issues in quantitative terms. (Quantitative Fluency)
2. Locate, gather and organize evidence on an assigned medical topic. (Specialized Knowledge)
3. Identify and gather the information/data relevant to coding and billing as well as patient preparation in a medical office. (Critical Thinking)
4. Make and defend claims in a well-organized, professional and/or oral presentation appropriate for a patient and/or medical office. (Communication Fluency)

Requirements

Each section below contains details about the requirements for this program. Select a header to expand the information/requirements for that particular section of the program's requirements.

To print or save an overview of this program's information, including the program description, learning outcomes, requirements, suggested course sequencing (if applicable), and advising and graduation information, scroll to the bottom of the left-hand navigation menu and select "Print Options." This will give you the options to either "Send Page to Printer" or "Download PDF of This Page." The "Download PDF of This Page" option prepares a much more concise presentation of all program information. The PDF is also printable and may be preferable due to its brevity.

Institutional Certificate Requirements

The following institutional requirements apply to all CMU or CMU Tech Technical Certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Consists of 100-200 level courses.
- At least fifty percent of the credit hours must be taken at CMU/CMU Tech.
- 2.00 cumulative GPA or higher in all courses taken to satisfy certificate requirements.
- A grade lower than "C" will not be counted toward meeting the requirements.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed twenty-five percent of the semester credit hours required for a technical certificate.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Certificate Requirements.
- The Catalog Year determines which program sheet and certificate requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

Specific to this degree:

- 41 semester hours for the Technical Certificate in Medical Office Assistant.

Program Specific Certificate Requirements

(41 semester hours, must earn a grade of "C" or better in each course.)

Code	Title	Semester Credit Hours
MOAP 110	Medical Office Administration	4
MOAP 111	Introduction to Medical Assisting	3
MOAP 130	Medical Office Administration Insurance Billing and Coding	3
MOAP 133	Basic Medical Sciences I	4
MOAP 135	Basic Medical Sciences II	4
MOAP 136	Introduction to Clinical Skills	2
MOAP 138	Medical Assisting Laboratory Skills	4
MOAP 140	Medical Assisting Clinical Skills	4
MOAP 147	Medical Terminology	1
MOAP 148	Introduction to Human Disease	3
MOAP 150	Pharmacology for Medical Assistants	3
MOAP 183	Medical Assistant Internship	5
MOAP 189	Review for Medical Assistant National Exam	1
Total Semester Credit Hours		**41**

Suggested Course Plan

First Year		
Fall Semester		**Semester Credit Hours**
MOAP 110	Medical Office Administration	4
MOAP 111	Introduction to Medical Assisting	3
MOAP 133	Basic Medical Sciences I	4
MOAP 136	Introduction to Clinical Skills	2
MOAP 138	Medical Assisting Laboratory Skills	4
MOAP 147	Medical Terminology	1
	Semester Credit Hours	**18**
Spring Semester		
MOAP 130	Medical Office Administration Insurance Billing and Coding	3
MOAP 135	Basic Medical Sciences II	4
MOAP 140	Medical Assisting Clinical Skills	4
MOAP 148	Introduction to Human Disease	3
MOAP 150	Pharmacology for Medical Assistants	3
	Semester Credit Hours	**17**
Summer Semester		
MOAP 183	Medical Assistant Internship	5
MOAP 189	Review for Medical Assistant National Exam	1
	Semester Credit Hours	**6**
	Total Semester Credit Hours	**41**

Advising and Graduation

Advising Process and DegreeWorks

Documentation on the pages related to this program is intended for informational purposes to help determine what courses and associated requirements are needed to earn a certificate. Some courses are critical to complete in specific semesters while others may be moved around. Meeting with an academic advisor is essential in planning courses and discussing the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for their intended certificate.

DegreeWorks is an online degree audit tool available in MAVzone. It is the official record used by the Registrar's Office to evaluate progress towards a certificate and determine eligibility for graduation. Students are responsible for reviewing their DegreeWorks audit on a regular basis and should discuss questions or concerns with their advisor or academic department head. Discrepancies in requirements should be reported to the Registrar's Office.

Graduation Process

Students must complete the following in the first two months of the semester prior to completing their certificate requirements (for one-semester certificates, complete in the first week of class):

- Review their DegreeWorks audit and create a plan that outlines how unmet requirements will be met in the final semester.
- Meet with their advisor and modify their plan as needed. The advisor must approve the final plan.
- Submit the "Intent to Graduate" form to the Registrar's Office to officially declare the intended graduation date and commencement ceremony plans.
- Register for all needed courses and complete all requirements for each degree sought.

Submission deadlines and commencement details can be found on the Graduation web page.

If a student's petition for graduation is denied, it will be their responsibility to apply for graduation in a subsequent semester. A student's "Intent to Graduate" does not automatically move to a later graduation date.