

# MEDICAL OFFICE ASSISTANT (MOAP)

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## **MOAP 110 Medical Office Administration4 Credits**

Administrative functions specifically used in medical offices, including office building management, supply and equipment maintenance and management, patient registration, appointments, and maintenance of patient health records. Students will also learn how to be a medical scribe, support meaningful use of the electronic patient record, and the fundamentals of computing and using computer applications.

**Terms Typically Offered:** Fall.

## **MOAP 111 Introduction to Medical Assisting3 Credits**

Description and career opportunities. Professionalism and effective communication. Overview of health care, types of organizations and health care team. Legal considerations in the medical office, patient rights and the Health Information Portability and Accountability Act (HIPAA), and principles of law and ethics in health care.

**Terms Typically Offered:** Fall.

## **MOAP 130 Medical Office Administration Insurance Billing and Coding3 Credits**

Introduction to outpatient coding with topics including identifying medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), and establishing the medical necessity required for third-party reimbursement.

**Terms Typically Offered:** Spring.

## **MOAP 133 Basic Medical Sciences I4 Credits**

Organization and function of the human body. Introductory anatomy, physiology, and pathophysiology of integumentary, musculoskeletal, cardiovascular, blood, lymphatic and immune, urinary, and respiratory. Health problems, illnesses, diagnostic tests, drug therapy and treatment common in the ambulatory patient care setting.

**Terms Typically Offered:** Fall.

## **MOAP 135 Basic Medical Sciences II4 Credits**

Organization and function of male and female reproductive systems, musculoskeletal, and eyes, ears, nose and throat. Implications in pediatrics, geriatrics and nutrition are reviewed. Health problems, illnesses, diagnostic tests, drug therapy and treatment common in the ambulatory patient care setting.

**Terms Typically Offered:** Spring.

## **MOAP 136 Introduction to Clinical Skills2 Credits**

Principles and procedures. Collection of patient history and data, vital signs, height, weight, and appropriate documentation. Methods of assisting clinicians with physical examinations, procedures, and treatments in the medical office. Infection control and medical asepsis.

**Terms Typically Offered:** Fall.

## **MOAP 138 Medical Assisting Laboratory Skills4 Credits**

Laboratory skills and techniques for collection, handling, examination and testing of laboratory specimens often encountered in the ambulatory care setting. Emphasizes hands-on experience.

**Prerequisites:** MOAP 111 and MOAP 136.

**Terms Typically Offered:** Spring.

## **MOAP 140 Medical Assisting Clinical Skills4 Credits**

Principles and procedures. Methods of assisting clinicians with specialty physical examinations, diagnostic testing, procedures, treatments, and minor surgical procedures in the medical office. Principles of medication administration with an emphasis on oral and parenteral routes of drug administration.

**Prerequisites:** MOAP 111 and MOAP 136.

**Terms Typically Offered:** Spring.

## **MOAP 147 Medical Terminology4 Credits**

Basic medical terminology as applied to major systems of the body and related diseases. Includes special applications and related to medical practice with emphasis on spelling.

**Terms Typically Offered:** Fall, Spring, Summer.

## **MOAP 150 Pharmacology for Medical Assistants3 Credits**

Overview of pharmacology. Drug action and uses, names, classifications, effects, interactions, regulation and safety. Vaccine and immunization schedules and administration. Information regarding the measurement of medications, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided.

**Prerequisites:** MOAP 111.

**Terms Typically Offered:** Spring.

## **MOAP 183 Medical Assistant Internship5 Credits**

Supervised placement in contracted facility for guided experience in application of knowledge and skill acquired in the classroom. Business and clinical procedures. Positions are non-paid due to accreditation requirements. Permission of program coordinator required to begin internship.

## **MOAP 189 Review for Medical Assistant National Exam1 Credit**

Preparation and practice for a national registration examination.

**Prerequisites:** Permission of Program Director.

## **MOAP 196 Topics:1-3 Credits**

Course may be taken multiple times up to maximum of 15 credit hours.