Lane
Community College ℠

2011 - 2012
Career and Technical Programs

Health Professions Division
541.463.5617

lanecc.edu

Medical Office Assistant

Two-Year Associate of General Studies

One-Year Certificate of Completion

Purpose To train the graduate for a successful career in the profession of medical assisting, including certification (Certified Medical Assistant®). The Certified Medical Assistant® is a vital member of the ambulatory health care team.

Learning Outcomes The graduate will:

- prepare patients for examination or treatment; take temperatures, measure height and weight, and accurately record information in the patient chart.
- physically assist patients onto and off exam table.
- sterilize instruments and stand by to assist as the physician examines or treats patients, or performs in-office surgeries.
- give medical care to patients, under the physician's supervision, such as giving injections and drawing blood.
- perform certain diagnostic testing in the laboratory.
- perform administrative duties, which include managing an appointment schedule, organizing patients' medical records, bookkeeping procedures, and processing insurance claims.
- be able to use library resources for research and written assignments for a variety of classes.
- be able to perform mathematic equations associated with medication dosages as well as basic mathematics to process medical insurance claims.

Employment Trends Job prospects statewide are excellent. Approximately 90 percent of the graduates of Lane's MOA program are initially employed in Lane County.

Wages

- Lane County average hourly - $15.71
- Lane County average annually - $32,657
- Statewide average hourly - $15.61
- Statewide average annually - $32,469

Costs in Addition to Tuition (estimate)*

Books, fees, uniform, exam fee, etc...................................... $1,800

* Students also pay a differential fee for some Medical Office Assistant courses, which total $554. These and other course fees may change during the year - see the onlline credit class schedule for fees assigned to courses.

Program Accreditation Medical Office Assistant, accredited by the Commission on Accreditation of Allied Health Education Programs, a specialized accrediting board recognized by the Council for Higher Education Accreditation, on recommendation of the Medical Assisting Education Review Board of the American Association of Medical Assistants Endowment. Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727.210.2350

Licensing or Other Certification Exams Required The eligible graduate is qualified to take the national certification examination administered by the American Association of

Medical Assistants (AAMA), to become a Certified Medical Assistant®. For detailed information, contact the AAMA, *aama-ntl.org.*

Admission Information Students are encouraged to consult a program advisor or counselor before applying for admission. The application and information on the point allocation system and transfer students is available in the Counseling and Advising Center and on the Medical Office Assistant website, *lanecc.edu/hp/moa.*

Cooperative Education (Co-op) During the required unpaid Co-op in spring term, Co-op students rotate through local medical offices and clinics in both clinical and administrative settings to earn college credit and gain actual work experience. Students also receive instruction in the identification and proper use of other medical equipment and valuable on-the-job training. A required weekly seminar during spring term includes resume writing instruction, interviewing techniques, and other job-search skills. Contact Marty Pittman, Medical Office Assistant Cooperative Education Coordinator, Bldg. 4, Rm. 259, 541.463.3177, *pittmanm@lanecc.edu.*

Program Advising Contact Counseling and Advising, Student Services Building, or e-mail *MOAProgram@lanecc.edu.*

Enrollment requirements to be met by accepted students by the start of the program fall term Each accepted student must submit evidence of a physical examination (within the previous nine months) and receive several vaccinations before classes begin. Students are required to hold a Health Care Provider CPR and a Health Care Provider First Aid card (both must remain current through July of the year of graduation from the program). In addition, students must complete courses outlined below.

Courses Required Prior to Starting Program in Fall Term

CG 203 Human Relations at Work	3
HO 100 Medical Terminology 1 [D,G]	3
Placement into Math 052 within the past 9 months, or Math 020 Math Renewal or higher.................................. (An accepted student must be eligible to take MTH 052 no later than the beginning of fall term, and complete MTH 052 by the end of fall term.)	3
WR 115W Intro to College Writing: Workplace Emphasis [D] or higher-level writing	3
Total Credits	12

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First Year	Fall
HO 110 Administrative Medical Office Procedures D,G	3
HO 150 Human Body Systems 1 D,G	3
HO 190 Medical Formatting *,2,D,G....................................	3
MA 110 Clinical Assistant 1 *,1,D,G....................................	3
MTH 052 Math for Introductory Physical Science *,2,D,G....	4
BT 120 MS WORD for Business *,2,3,D,G	3
Total Credits	**19**

	Winter
BT 165 Introduction to the Accounting Cycle D,G...............	4
HO 114 Medical Coding Procedures *,1,D,G	3
HO 152 Human Body Systems 2 *,1,D,G..............................	3
HO 220 Legal and Ethical Aspects of Healthcare *,D,G........	3
MA 120 Clinical Assistant 2 *,1,D,G	3
MA 150 Laboratory Orientation *,1,D,G	3
Total Credits	**19**

	Spring
HIT160 Practice Management *,1,D,G	3
HO 112 Medical Insurance Procedures *,D,G	3
MA 130 Clinical Assistant 3 *,1,D,G	3
MA 280 Co-op Ed: Medical Office Assistant *,1,D,G	6
Science/Math/Computer Science Requirement...................	3
Total Credits	**18**

Second Year	Fall
Science/Math/Computer Science Requirement...................	3
Arts and Letters Requirement..	4
Choice of:	3-6
PSY 110 Exploring Psychology 2,D,G	
PSY 201 General Psychology 2,D,G and	
PSY 203 General Psychology 2,D,G	
WR 121 Introduction to Academic Writing G	4
Total Credits	**14-17**

	Winter
Science/Math/Computer Science Requirement...................	4
Social Science Requirement	3
Arts and Letters Requirement..	4
HE 252 First Aid	3
Total Credits	**14**

	Spring
Science/Math/Computer Science Requirement...................	4
Social Science Requirement	3
Choice of:..	3-4
CIS 101 Computer Fundamentals	
CS 120 Concepts of Computing: Information Processing	
Arts and Letters Requirement..	4
Total Credits	**14-15**

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Courses Required Prior to Starting Program in Fall Term

CG 203 Human Relations at Work	3
HO 100 Medical Terminology 1 D,G	3
Placement into Math 052 within the past 9 months, or	
Math 020 Math Renewal or higher	3
(An accepted student must be eligible to take MTH 052	
no later than the beginning of fall term, and complete	
MTH 052 by the end of fall term.)	
WR 115W Intro to College Writing: Workplace Emphasis D	
or higher-level writing..	3
Total Credits	**12**

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	Fall
HO 110 Administrative Medical Office Procedures D,G	3
HO 150 Human Body Systems 1 D,G	3
HO 190 Medical Formatting *,2,D,G....................................	3
MA 110 Clinical Assistant 1 *,1,D,G....................................	3
MTH 052 Math for Introductory Physical Science *,2,D,G....	4
BT 120 MS WORD for Business *,2,3,D,G	3
Total Credits	**19**

	Winter
BT 165 Introduction to the Accounting Cycle D,G...............	4
HO 114 Medical Coding Procedures *,1,D,G	3
HO 152 Human Body Systems 2 *,1,D,G..............................	3
HO 220 Legal and Ethical Aspects of Healthcare *,D,G........	3
MA 120 Clinical Assistant 2 *,1,D,G	3
MA 150 Laboratory Orientation *,1,D,G	3
Total Credits	**19**

	Spring
HIT160 Practice Management *,1,D,G	3
HO 112 Medical Insurance Procedures *,D,G	3
MA 130 Clinical Assistant 3 *,1,D,G	3
MA 280 Co-op Ed: Medical Office Assistant *,1,D,G	6
Choice of:	3-6
PSY 110 Exploring Psychology 2,D,G	
PSY 201 General Psychology 2,D,G and	
PSY 203 General Psychology 2,D,G	
Total Credits	**18-21**

1 Must be accepted into the program to register for these classes.
2 May be taken prior to program entry.
3 Can be taken any term.

Standard footnotes:
*   Prerequisite required
B   Must be passed with grade of "B" or better to use as a prerequisite

D   Degree or certificate requirement; must be passed with grade of "C-" or better
G   Must be taken for a grade, not P/NP; major requirement
R   Required for AAS degree