



2009-2010
Career and Technical
Programs

Health Professions
Division
(541) 463-5617

One-Year Certificate
of Completion

Medical Office Assistant

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, performing medical transcription, 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 \$11-14 hourly, \$23,000-40,000 annually

Costs in Addition to Tuition (estimate)*

Books, fees, uniform, exam fee, etc..... \$1,400

* Subject to change without notice.

Program Accreditation The Lane Medical Office Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of

the Curriculum Review Board of the American Association of Medical Assistants Endowment. CAAHEP is a specialized accrediting board recognized by the Council on Higher Education Accreditation. Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, Florida, 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.

Prerequisites A successful applicant must be a high school graduate or have a GED and possess a minimum 2.5 GPA.

Admission Deadline: Program admission is based on first applied and qualified, first admitted. Program on-line application submissions begin mid-January and closes mid-May.

Number of New Students Admitted Annually Enrollment in this program is limited to 45.

Criteria Used for Admission The admission process includes screening examinations for reading comprehension, mathematics competency, and keyboard proficiency. The student must submit evidence of a physical examination (within the previous nine months) and receive several vaccinations before classes begin in September. Students are required to hold a Health Care Provider CPR card and have First Aid training (both must remain current through July of the year of graduation from the program).

Admission Information Application information packet is online at www.lanecc.edu/hp/moa

Medical Office Assistant

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.

Program Advisor Rosa Lopez, Bldg. 1, Rm. 207, (541) 463-5660

Program Counselor Leslie Seriano-Cervantes, Bldg. 1, Counseling Department (541) 463-5512

Courses Required Prior to Beginning of Program

CG 203 Human Relations at Work ^H	3
HO 100 Medical Terminology 1 ^{D,G}	3
Math 020 Math Renewal	3
WR 115W Intro to College Writing: Workplace Emphasis ^D or higher-level writing	3
Total Credits	12

Suggested:

	Summer
HO 190 Medical Formatting	3
BT 120 MS Word for Business *	4
Total Credits	7

Fall

HO 110 Administrative Medical Office Procedures	3
HO 150 Human Body Systems 1 ^{*,D,G,S}	3
HO 190 Medical Formatting ^{D,G}	3
MA 110 Clinical Assistant 1 ^{*,1,D,G}	3
MTH 052 Math for Introductory Physical Science	4
Total Credits	16

	Winter
BT 165 Introduction to the Accounting Cycle ^{*,D,G}	3
HO 114 Medical Coding Procedures ^{*,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	18

	Spring
HIT160 Medical Manager ^{*,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
PSY 110 Exploring Psychology ^{*,D, G,H}	3
Total Credits	18

1 Must be accepted into the program to register for these classes.

Standard footnotes:

- * Prerequisite required
- A Meets Arts/Letters requirement
- 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

- H Meets Human Relations/Social Science requirement
- M Meets Mathematics requirement
- P Meets PE/Health requirement
- R Required for AAS degree
- S Meets Science/Math/Computer Science requirement
- W Meets Written Communications or English Composition requirement