



DIPLOMA NAME: MEDICAL OFFICE ASSISTANT

PROGRAM OBJECTIVE

The Medical Office Assistant program prepares students to perform administrative, clinical and management duties. Clinical responsibilities include: performing laboratory tests, taking electrocardiograms, injections, sterilization techniques, vital signs, and assisting with minor surgery. Administrative responsibilities include: scheduling appointments, coding diagnoses and procedures, insurance claim forms, medical records, performing computer applications, and providing patient instructions.

I. REQUIREMENTS

High School diploma or GED and the ability to use computer and office machines

II. REQUIRED COURSES

BUS 106	Resume Writing and Career Development
HCA 102	ICD-10 Coding
HCA 103	Medical Terminology
HCA 104	Anatomy and Physiology I
HCA 105	Anatomy and Physiology II
HCA 106	Modern Medical Billing I
HCA 108	Modern Medical Coding I
HCA 110	Computers in Healthcare

III. DURATION OF PROGRAM

- A. 600 Clock Hours 24 Semester Credit Hours
- B. Full time students 8 months
- C. Part time students 10 months

IV. DISCLOSURES AND COST OF PROGRAM

- A. On Time Completion Rate: Not Available
- B. Placement Rate: Not Available
- C. Cost of Tuition not including books and materials \$7,715.00

V. EMPLOYMENT OPPORTUNITIES

Administrative Assistant is a universal job position, every company needs one. They give this position different titles depending on who the assistant is reporting to. Graduates may pursue employment opportunities with the following job titles:

- Medical Secretary
- Receptionist
- Unit Support Representative
- Office Manager
- Medical Receptionist
- Patient Relations Representative
- Front Office Manager
- Health Unit Coordinator
- Medical Office Specialist
- Patient Coordinator

VI. MEDIAN ANNUAL SALARY AND HOURLY RATE

- Median Wages: \$31,060 Annual \$14.93 Hourly
- Projected Employment: 509,000
- Projected Growth: 29% and up
- Projected Opening: 278,400

VII. POSSIBLE CERTIFICATIONS

Upon successful completion of the program, the student would be able to sit for the certification offered by the respective Associations. The student must follow the rules of preparing for the examination.

- National Association of Healthcare Professionals (NAHP)
- American Association of Medical Assistants (AAMA)

VIII. AWARD UPON COMPLETION

The student will receive a diploma upon successful completion of the program.