

# MEDICAL OFFICE ASSISTANT (MOAP)

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## Courses

### MOAP 110 Medical Office Administration 4 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, Spring.

### MOAP 111 Introduction to Medical Assisting 3 Credits

Overview of the field of medical office assistant, including 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, the Health Information Portability and Accountability Act (HIPAA), and principles of law and ethics in health care.

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

### MOAP 130 Medical Office Administration Insurance Billing and Coding 3 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:** Fall, Spring.

### MOAP 133 Basic Medical Sciences I 4 Credits

Comprehensive survey of structural organization, including the normal functions of cardiovascular circulatory, digestive, and urinary systems, as well as comparisons of the structure and function of the human body across the lifespan.

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

### MOAP 135 Basic Medical Sciences II 4 Credits

Exploration of the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems, focusing on their organization and function within the human body.

**Prerequisites:** MOAP 133.

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

### MOAP 136 Introduction to Clinical Skills 2 Credits

Principles and procedures of clinical skills. 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, Spring.

**Fees:** Yes.

### MOAP 138 Medical Assisting Laboratory Skills 4 Credits

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

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

**Fees:** Yes.

### MOAP 140 Medical Assisting Clinical Skills 4 Credits

Principles and procedures of medical assisting clinical skills. 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:** Fall, Spring.

**Fees:** Yes.

### MOAP 147 Medical Terminology 1 Credit

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

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

### MOAP 148 Introduction to Human Disease 3 Credits

Focused analysis of the causes and mechanics of human illness and death for each of the major human body systems. Selected diseases will be studied in greater detail, including: etiology, pathogenesis, epidemiology, sociology, and therapy.

**Prerequisites:** MOAP 133 and MOAP 147.

**Terms Typically Offered:** Spring.

### MOAP 150 Pharmacology for Medical Assistants 3 Credits

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

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

**Fees:** Yes.

### MOAP 183 Medical Assistant Internship 5 Credits

Supervised placement in contracted facility for guided experience in application of knowledge and skills acquired in the classroom. Business and clinical procedures. Permission of program coordinator required to begin internship.

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

### MOAP 189 Review for Medical Assistant National Exam 1 Credit

Preparation and practice for a national registration examination.

**Prerequisites:** Permission of Program Director.

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

### MOAP 196 Topics: 1-3 Credits

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