Medical Office Administrator Program Courses

MOA 100: Medical Terminology
This course subject presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building systems approach is used to learn word parts for constructing or analyzing new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations introduced as related terms are presented.

MOA 101: Introduction to Health Science
The Health Science Education Course will cover a variety of health care standards to prepare students with the basic foundations necessary to become a health care worker. The course will involve academic and lab instruction. Students will learn Health Insurance Portability and Accountability Act (HIPAA). Students will learn and practice health and hygiene practices as related to OSHA regulations and procedures. Students will discuss the Bloodborne Pathogen Exposure Plan for healthcare facilities. Topics include permissible exposure limits, respiratory protection, engineering controls and biohazard communications.

MOA 102: Anatomy & Physiology
This course subject is a scientific study of the structure of the human body and its parts, including relationships, functions, and diseases processes of the cardiovascular, and respiratory systems. Additionally, mechanisms of disease, human development, inheritance, weights and Measures, and normal physiological values are studied.

MOA 103: Human Resource Management
This course covers the strategic, legal, and global human resources environment. Included in the course is human resource planning and job analysis, recruiting, performance management, training and development, career planning, compensation, payroll, incentives and rewards, employee benefits, and managing labor relations.

MOA 104: Coding I
This covers the principles and guidelines for using ICD-10-CM to code diagnoses. This course covers the concept of clinical vocabularies and classifications systems. Students will gain an understanding of ICD-10-CM in relation to inpatient and outpatient settings, as well as use of cases and health record documentation.

MOA 105: Administrative Procedures and Customer Service Principles
Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office. Additionally, this course introduces students to the principles of customer service including determining customer expectations, provide quality customer service, as well as researching customer satisfaction.

MOA 106: Coding II
This course is a comprehensive, system-based approach to learning CPT/HCPCS and includes an overview of coding guidelines and identifying information in the health record. Students will also learn about the relationship between the coding process and reimbursement.

MOA 107: Electronic Health Record Management
This course covers the functions of the medical records clerk and the health information management department. Concepts covered include processing electronic medical records, assembly of medical records, analysis of the record, physician incomplete data, confidentiality issues and release of information.

MOA 108: Health Care Law and Ethics
This course includes a study of health care law and ethics including the study of confidentiality, privacy, security, ethics, and key health care legislation. Students will learn how to apply local, state, and federal standards and regulations for the control and use of health information.

MOA 109: Health Care Delivery Systems and Organization
This course covers those concepts involved in health care delivery systems, organization, and administration, planning and evaluation. Included in the course is a survey of the programs, services, and facilities in the continuum of health care, analysis of organizational patterns of various types of health care institutions, including roles and responsibilities, and models for planning and program evaluation in the health care setting, including methods for identifying, gathering, and utilizing data as information for decision making.