

Medical Office Administrative Assistant, T.D.

Technical Diploma

40 Credit Hours/600 Clock Hours



GOODWILL TECHNICAL
COLLEGE

STUDENT ID: _____

CATALOG YEAR _____

STUDENT NAME: _____

The Medical Office Administrative Assistant program provides students with knowledge and competencies required to perform administrative activities in hospitals, private medical practices, clinics, and physician-based settings.

Program Learning Outcomes

Students who successfully complete the Medical Office Administrative Assistant program will be able to:

1. Perform healthcare office procedures that include scheduling, bookkeeping, ensuring HIPAA compliance, billing, and payment collection.
2. Demonstrate a working knowledge of medical terminology, body systems electronic health records, insurance and common medications.
3. Compose healthcare and other business-related documents.
4. Explain and apply HIPAA standards for the creation, distribution and release of medical information.
5. Demonstrate computer skills to perform administrative duties in a healthcare setting.

Required Course in Major

Required grade of 'C' or higher

COURSE	COURSE TITLE	SEM	YEAR	GRADE	CLOCK HOURS	CREDIT HOURS
COLL 101	College Success Skills				15	1
CLIT 001	Introduction to Computer Literacy				30	2
BMAT 101	Basic Math Refresher				45	3
CRTK 101	Introduction to Critical Thinking				45	3
ACCT 101	Introduction to Bookkeeping				45	3
BMGT 101	Introduction to Entrepreneurship				45	3
WPDV 101	Workplace Diversity				45	3
HCA 101	Introduction to Healthcare				45	3
MBC 101	Introduction to ICD-10 Coding Principles and Applications				60	4
MOA 101	Medical Office Administration				15	1
MOA 201	Medical Office Applications				45	3
HCA 102	Medical Law and Ethics and Health Records				60	4
MOA 202	Medical Office Finance Managing Accounts and Receivables				30	2
MOA 203	Medical Office Correspondence and Technology				45	3
JOBS 100	Job Seeking Skills				30	2