



## Certified Medical Office Administration (CMOA)

CIP Code: 510716

Description: This is a eight (8) month 900 hour Specialist Program. The primary purpose of this course is to focus skill level training on the administrative component of the medical assistant field. In this course students learn about various aspects of medical office practices. Students learn medical ethics & law, asepsis, assisting in exams, treatment & vital signs. They also learn about administering clinical tests such as hearing assessment, sonograms & radiographic procedures. The course gives an introduction to medications with regulations & procedures for patients, drug classification, dosage & common methods of admin. Students also learn about medical emergencies & first aid procedures as well as identifying elements of medical office environments. They will apply rules of medical record coding systems, creating & using a word processing document, input computer data, identify methods for patient fees, complete a written itemized billing statement. Students learn to use different Office Equipment like Computers, Fax Machine, & Adding Machines etc. They also learn to use computer programs like Microsoft Word & Excel as well as how to make appointments & reminders, entering & storing diagnostic codes & filing information. This course will cover the usage and management of health information and the electronic health record (EHR). Besides the traditional components to the course, it will also cover Business Communication & Group Dynamics, Risk Management, Financial Procedures, cpr, HIPAA Compliance and Career Development and includes a 180 hour internship at a site provided by our center.

### PROGRAM COURSE OUTLINE

Module	Course (Lesson)	Hours (Lecture)	Hours (Lab)
<b>CMA001</b>	<b>Fundamentals of Medical Assisting</b>	<b>15</b>	<b>5</b>
<b>CMA002</b>	<b>Anatomy and Physiology I</b>	<b>30</b>	
<b>CMA003</b>	<b>Anatomy &amp; Physiology II</b>	<b>35</b>	
<b>CMA004</b>	<b>Medical Terminology</b>	<b>30</b>	
<b>CMA005</b>	<b>Medical Law and Ethics</b>	<b>12</b>	
<b>CMAA001</b>	<b>Administrative Medical Asst. I</b>	<b>40</b>	<b>30</b>
<b>CMA007</b>	<b>CPR and First Aid</b>		<b>18</b>
<b>CMAA002</b>	<b>Administrative Medical Asst.II</b>	<b>52</b>	<b>40</b>
<b>CMAA003</b>	<b>Business Etiquette &amp; Protocol</b>	<b>30</b>	<b>20</b>
<b>CMAA004</b>	<b>Office Procedures</b>	<b>120</b>	<b>60</b>
<b>CMAA005</b>	<b>Business Communication &amp; Group Dynamics</b>	<b>30</b>	<b>20</b>
<b>CMAA006</b>	<b>Financial Procedures</b>	<b>30</b>	<b>15</b>
<b>CMAA007</b>	<b>Risk Management</b>	<b>45</b>	<b>25</b>
<b>NHA005</b>	<b>Externship Review</b>	<b>10</b>	
<b>NHA001</b>	<b>HIPAA Compliance</b>	<b>3</b>	
<b>NHA002</b>	<b>Externship</b>		<b>180</b>
<b>NHA003</b>	<b>Certification Exam Review and Certification Exam</b>	<b>2</b>	
<b>NHA004</b>	<b>Career Development</b>	<b>3</b>	

**TOTALS**

**487**

**413**

This course is competency based, therefore the hours have been adjusted to suit curricular needs. The recommended minimum for this program is 900 hours.