

MEDICAL OFFICE ASSISTANT (AMOA)

AMOA 203 Medical Office Systems and Procedures 3 Credit Hour(s)**Online Prerequisite:** NURS 105

This course prepares students for the administrative tasks relevant to operating and supervising a medical office of health professionals. Students learn to plan and organize work load, set priorities, develop initiative among employees and coordinate multiple tasks within a time sensitive environment. The value of compassionate professionalism when interacting with patients, family members and staff is stressed.

Offered: Online**AMOA 204 Medical Office Insurance 3 Credit Hour(s)****Online Prerequisite:** NURS 105

This course acquaints students with billing protocol concerning the various insurance filing demands of commercial group insurance, Medicare, Medicaid, Workman's compensation claims and other third party billing entities.

Offered: Online**AMOA 206 Medical Office Billing and Bookkeeping 3 Credit Hour(s)****Online Prerequisite:** NURS 105

This course provides students with up-to-date information regarding best practices of patient billing and bookkeeping for a medical office.

Offered: Online**AMOA 207 Medical Office Coding 3 Credit Hour(s)****Online Prerequisite:** NURS 105 and HLTH 211 and HLTH 212

This course trains students in medical procedural and diagnostic coding skills. Emphasis is placed upon the utilization of coding manuals for insurance claim processing.

Offered: Online**AMOA 254 Medical Office Infection Control 3 Credit Hour(s)****Online Prerequisite:** NURS 105 and HLTH 211 and HLTH 212

This course educates the student regarding the seriousness of infection control within the medical office and the role the Medical Office Assistant plays in compliance.

Offered: Online**AMOA 256 Medical Office Ethics and Law 3 Credit Hour(s)****Online Prerequisite:** NURS 105

The student is educated about the general ethical and legal aspects in medicine with an emphasis upon confidentiality, HIPAA, risk management, licensing, contracts and professional liability.

Offered: Online**AMOA 296 Externship 3 Credit Hour(s)**

This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. This course requires a minimum of 160 clock hours of work.

Registration Restrictions: Consent of externship coordinator, cumulative GPA of 2.0, and completion of major courses**Offered:** Online