

**Bergen Community College
Division of Health Professions
Medical Office Assistant Program
Course Syllabus**

**MOA145HY Medical Office Assisting
Overview**

Semester and year: Spring

Course Number: MOA-145

Meeting Times and Locations: Lecture:

Instructor:

Office Number:

E-Mail:

Office Hours:

Credits: 3 Credits

Prerequisite: MOA244

Catalog Course Description

Medical Office Assisting provides an overview offered to candidates for the Certified Medical Assistant Examination administered by the American Association of Medical Assistants. Subjects to be covered in the course are medical terminology, human relations, medical law and ethics, anatomy and physiology, administrative procedures and clinical procedures.

Required Textbook: *Medical Assisting Exam Review*, 4th Ed., Deborah E. Barbier Holmes, Elsevier, Copyright 2013

Additional References: *The Language of Medicine*, 10th Ed., Davi-Ellen Chabner, Elsevier; *Kinn's The Administrative Medical Assistant Text/Study Guide*, 13th Ed., Proctor, Niedzwiecki, Pepper, Madero; Elsevier, 2017. *Clinical Procedures for Medical Assistants*, Kathy Bonewit-West, Elsevier.

Learning Objectives

Upon successful completion of this course, the student will be able to:

1. Describe the appropriate steps to prepare and apply for the CMA (AAMA) examination.
2. Establish a study strategy to prepare for the examination.

3. Identify and explain the terms and concepts of medical law and ethics.
4. Define medical terminology
5. Describe human anatomy, function and disease processes.
6. Understand the administrative procedures performed in the medical office.
7. Understand the clinical procedures performed in the office.

Cognitive Objectives:

I.C.13. List principles and steps of professional/provider CPR

I.C.14. Describe basic principles of first aid as they pertain to the ambulatory healthcare setting

Psychomotor Objectives:

I.P.12. Produce up to date documentation of provider/professional level CPR

MOA Curriculum Competencies:

Competencies are performed for either a grade which is determined and explained to the student prior or for a pass\fail determination by the instructor.

The student receives 3 attempts to pass\fail.

Student Assignments

1. Reading assignments from textbook, supplementary textbooks and handouts.
2. Complete Pre and Post tests, all moodle assignments and the final CMA examination practical test.

EVALUATION AND GRADING:

The following criteria will be utilized in determining final grades for this course:

GENERAL POST TEST, ADMINISTRATIVE POST TEST, CLINICAL POSTTEST, FINAL CMA PRACTICAL EXAM 50%

Moodle Module Assignments 50%

100%

Final Grade Evaluation:

% of Points Earned -	Grade
90 to 100%	A
86 to 89.9%	B+
80 to 85.9%	B

76 to 79.9%	C+
70 to 75.9%	C
0 to 69.9%	F

Attendance Policy:

Attendance Policy for Face to Face Sessions:

Student must be present for 90% of class time. If student falls below 90% their grade will drop 10%. Students with attendance problems should contact class instructor and present documentation of missing class time.

Students who are late for 5 classes will be considered as 1 absent class.

Moodle module assignments are to be completed as per directions found on the MOA145 class schedule. Selected student assignments will be submitted through Moodle and others will be due in hard copy format during class sessions. **All due dates are final.**

Test Policy:

Students are required to take all posttests and the CMA practical exam. **There are no make up tests.** Any unusual circumstance will require documentation.

Cell Phone/Technology Policy:

If technology is not part of the classroom learning then it cannot be used. Cell phones are prohibited.

Information on Academic and Support Services

<http://bergen.smartcatalogiq.com/en/2016-2017/Catalog/Academic-and-Student-Support-Services>

Instructors retain the right to revise the course syllabus as needed.

Spring 2017

Course Outline/Class Schedule for Medical Assisting Examination Review Classes

Dates	Textbook Chapter	Homework/Online Assignments
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Week 1	Orientation Introduction: why, where, how, and when to study. CMA Application process	Read Study Tips, Pages 1-3 . Review chapter; highlight unknown words or concepts; place highlighted words on index cards for continued study <i>every day</i> . Pretest 1 *Refer to Moodle for online assignments.
Week 2	<i>Begin General Content Review</i> <i>Review of</i> Chapter 1: Medical Terminology	Read and Review Chapter: highlight unknown words or concepts; place highlighted words on index cards for continued study. *Refer to Moodle for online assignment.
Week 3	<i>Review of</i> Chapter 2: Anatomy and Physiology	Read and Review Chapter: highlight unknown words or concepts; place highlighted words on index cards for continued study. *Refer to Moodle for online assignment.
Week 4	<i>Review of</i> Chapter 3: Psychology and Stages of Human Growth and Development Chapter 4: Communication Chapter 5: Law, Ethics, and HIPAA Chapter 6: Professionalism and Career Development	Read and Review Chapter: highlight unknown words or concepts; place highlighted words on index cards for continued study. *Refer to Moodle for online assignment
Week 5	GENERAL POST-TEST	Pretest 2
Week 6	<i>Begin Administrative Content Review</i> <i>Review of</i> Chapter 7: Computer Concepts, Written Communications, and Mail Processing Chapter 8: Records Management Chapter 9: Patient Reception	Read and Review Chapter: highlight unknown words or concepts; place highlighted words on index cards for continued study. *Refer to Moodle for online assignment
Week 7	<i>Review of</i> Chapter 10: Office Management Chapter 11: Finances Chapter 12 : Coding Chapter 13: Health Insurance	Read and Review Chapter: highlight unknown words or concepts; place highlighted words on index cards for continued study. *Refer to Moodle for online assignment

Week 8	ADMINISTRATIVE POST-TEST	Pretest 3
Week 9	<i>Begin Clinical Content</i> <i>Review of</i> Chapter 14: Infection Control and Asepsis Chapter 15: Vital Signs Chapter 16: Assisting with the Physical Examination	Read and Review Chapter: highlight unknown words or concepts; place highlighted words on index cards for continued study. *Refer to Moodle for online assignment
Week 10	<i>Review of</i> Chapter 17: Assisting with Medical Specialties Chapter 18: Nutrition Chapter 19: Therapeutic Modalities and Physical Agents to Promote Tissue Healing	Read and Review Chapter: highlight unknown words or concepts; place highlighted words on index cards for continued study. *Refer to Moodle for online assignment
Week 11	<i>Review of</i> Chapter 20: Radiography and Diagnostic Imaging Chapter 21: Pharmacology, Medication Administration, and Intravenous Therapy	Read and Review Chapter: highlight unknown words or concepts; place highlighted words on index cards for continued study. *Refer to Moodle for online assignment
Week 12	<i>Review of</i> Chapter 22: Minor Surgery Chapter 23: Clinical Lab Chapter 24: First Aid and Office Emergencies	Read and Review Chapter: highlight unknown words or concepts; place highlighted words on index cards for continued study. *Refer to Moodle for online assignment
Week 13	<i>CLINICAL POST-TEST</i>	
Week 14	<i>CMA FINAL EXAM</i>	

*Subject to change as needed

Revised: 2018

