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.


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%

Final Grade Evaluation:

<table>
<thead>
<tr>
<th>% of Points Earned</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>86 to 89.9%</td>
<td>B+</td>
</tr>
<tr>
<td>80 to 85.9%</td>
<td>B</td>
</tr>
</tbody>
</table>
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


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

Spring 2017

Course Outline/Class Schedule for Medical Assisting Examination Review Classes

<table>
<thead>
<tr>
<th>Dates</th>
<th>Textbook Chapter</th>
<th>Homework/Online Assignments</th>
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</table>
| 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 *every day*.  
Pretest 1  
*Refer to Moodle for online assignments.* |
|---|---|
| Week 2 | **Begin General Content Review**  
Review of  
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 | **Review of**  
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 | **Review of**  
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 | **Begin Administrative Content Review**  
Review of  
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 | **Review of**  
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*  
<p>|</p>
<table>
<thead>
<tr>
<th>Week 8</th>
<th><strong>ADMINISTRATIVE POST-TEST</strong></th>
<th>Pretest 3</th>
</tr>
</thead>
</table>
| Week 9 | **Begin Clinical Content**  
*Review of*  
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 | **Review of**  
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 | **Review of**  
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 | **Review of**  
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 | **CLINICAL POST-TEST** | |
| Week 14 | **CMA FINAL EXAM** | |

*Subject to change as needed

Revised: 2018