

## ASSOCIATE OF SCIENCE/APPLIED SCIENCE IN MEDICAL OFFICE ADMINISTRATION (ASMOA/AASMOAD)

(Please see the *Undergraduate Program Offerings by Campus* chart in the catalog for a list of Herzing campuses offering this program.)

### PROGRAM DESCRIPTION

This medical office administration associate's program is designed to prepare students with the necessary skills and academic knowledge for entry-level office positions in the healthcare industry. Career opportunities may be in areas such as the medical office or clinic, hospitals, long-term care facilities, and other healthcare office settings. The program also includes a comprehensive general education curriculum, preparing students for future career advancement opportunities.

### PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Create and enter data into different healthcare documents
2. Apply legal concepts to medical practice
3. Employ professionalism
4. Demonstrate billing and reimbursement processes.
5. Explain various disease and treatment processes.

### POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, medical secretary, receptionist, unit support representative, office manager, medical receptionist, front office manager, and medical office specialist.

### PROGRAM CONTENT

A minimum of 60.00 semester credit hours is required for graduation.

### REQUIRED COURSES

All courses, 14.00 semester credit hours, are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
HC 115	Medical Terminology for Healthcare Professionals	None	2.00
MO 110	Keyboarding	None	1.00
MO 150	Pathophysiology and Pharmacology	HC 115 or HI 221/Corequisite MO 150L	2.00
MO 150L	Pathophysiology and Pharmacology Lab	HC 115 or HI 221/Corequisite MO 150	1.00
MO 205	Insurance Claims, Processing and Adjudication	None	3.00
MO 211	Healthcare Systems and Operations	None	3.00
MO 216	Ethics and Health Information Management	None	2.00

### REQUIRED INTERNSHIP OR RESEARCH PROJECT

4.00 semester credit hours are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
MO 270	Case Study Research Project	All Didactic Work, PGPA of 2.00, and Final Term of Study	4.00
**MO 295 *	Medical Office Administration Internship	All Didactic Work, PGPA of 2.00, and Final Term of Study.	4.00

\* Online students in some states may not be allowed to take this internship due to state restrictions.

\*\* Enrollment in a student readiness training is required four terms prior to internship course. Successful completion of training is required prior to internship course enrollment.

**OPEN ELECTIVE COURSES**

A minimum of 12.00 semester credit hours of open electives is required.

**GENERAL EDUCATION REQUIREMENTS**

Students enrolled in this associate’s degree must complete a minimum of 28.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.\*

- 8.00 Semester Credit Hours in Anatomy and Physiology With Lab
- 3.00 Semester Credit Hours in Computer Applications ♦ ■
- 3.00 Semester Credit Hours in English Composition
- 3.00 Semester Credit Hours in Humanities with a Critical Thinking Focus \*\* ♦
- 1.00 Semester Credit Hour in Information Literacy
- 4.00 Semester Credit Hours in Mathematics (College Algebra or above)
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Speech

■ Students in the ASMOA/AASMOAD program take MO 111 Computer Software Applications in Healthcare to fulfill the 3 semester credit hours of general education in computer applications.

\* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 28.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

\*\* A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate’s degrees, not counting computer applications. However, all Herzing University students in the AASMOAD program must complete a minimum of 28.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate’s degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

2.00 semester credit hours are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
PD 121	Professional Development I	None	1.00
PD 202	Professional Development II	None	1.00

Distribution of Contact Hours by Course					
Course or Category	Lecture	Lab	Internship	Total Contact Hours	Credits
HC 115	30.00			30.00	2.00
MO 110		30.00		30.00	1.00
MO 150	30.00			30.00	2.00
MO 150L		30.00		30.00	1.00
MO 205	45.00			45.00	3.00
MO 211	45.00			45.00	3.00
MO 216	30.00			30.00	2.00

Distribution of Contact Hours by Course					
Course or Category	Lecture	Lab	Internship	Total Contact Hours	Credits
MO 270 ▲	60.00 ▲			60.00 ▲	4.00
MO 295 ▲			180.00 ▲	180.00 ▲	
Anatomy and Physiology with Lab	90.00	60.00		150.00	8.00
Computer Applications	30.00	30.00		60.00	3.00
English Composition or Literature	45.00			45.00	3.00
Humanities With a Critical Thinking Focus	45.00			45.00	3.00
Information Literacy	15.00			15.00	1.00
Mathematics (College Algebra or Above)	60.00			60.00	4.00
Open Elective Courses	180.00			180.00	12.00
Personal/Professional Development	30.00			30.00	2.00
Social or Behavioral Science	45.00			45.00	3.00
Speech	45.00			45.00	3.00
<b>Total for Students Taking MO 270</b>	<b>825.00</b>	<b>150.00</b>		<b>975.00</b>	<b>60.00</b>
<b>Total for Students Taking MO 295</b>	<b>765.00</b>	<b>150.00</b>	<b>180.00</b>	<b>1,095.00</b>	<b>60.00</b>

▲ Note that the student only takes one of these two courses, so the total contact hours will be as stated above.