

HERZING

ASSOCIATE OF SCIENCE IN MEDICAL OFFICE ADMINISTRATION (ASMOA)

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL OFFICE ADMINISTRATION (AASMOAD)

(The associate of applied science is offered at the Akron, Minneapolis, and Toledo campuses only)

PROGRAM DESCRIPTION

The Medical Office Administration 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 OBJECTIVES

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

1. Demonstrate the ability to use knowledge attained to create clerical documents used in medical or healthcare facilities.
2. Apply legal concepts to medical practice.
3. Communicate professionally with patients, coworkers, and providers.
4. Demonstrate knowledge of billing and reimbursement.
5. Apply the knowledge from the general education curriculum in context of society as a whole.
6. Think critically, both conceptually and by using mathematical analysis; write and speak effectively; use basic computer applications; and understand human behavior in the context of the greater society.

POTENTIAL JOB POSITION TITLES

Potential entry-level job position titles include medical office assistant, health information administrator, health information technician, and billing clerk.

PROGRAM CONTENT

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

REQUIRED COURSES

All courses, 18.00 semester credit hours, are required.

Course Number	Course Name	Prerequisite	Credit Hours
HC 115	Medical Terminology for Healthcare Professionals	None	2.00
IS 124	Database Applications	IS 102 or MO 111	4.00
MO 110	Keyboarding	None	1.00
MO 150	Pathophysiology and Pharmacology	HC 115 Corequisites MO 150L, SC 245 and SC 245L	2.00
MO 150L	Pathophysiology and Pharmacology Lab	HC 115 Corequisites MO 150, SC 245 and SC 245L	1.00
MO 205	Insurance Claims, Processing and Adjudication	MO 111	3.00
MO 210	Healthcare Systems and Operations	None	2.00
MO 215	Ethics and Health Information Management	None	3.00

REQUIRED INTERNSHIP OR RESEARCH PROJECT

4.00 credit hours are required.

Course Number	Course Name	Prerequisite	Credit Hours
MO 270	Case Study Research Project	Final semester	4.00
MO 295	Medical Office Administration Internship	All didactic coursework, a program GPA of 2.00 and PD 215	4.00

OPEN ELECTIVE COURSES

A minimum of 7.00 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

1.00 Semester Credit Hour in Information Literacy

3.00 Semester Credit Hours in English Composition

3.00 Semester Credit Hours in Speech

3.00 Semester Credit Hours in Computer Applications ♦ ■

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 Humanities with a Critical Thinking Focus ** ♦

■ Students in the ASMOA/AASMOAD program must take MO 111 Computer Software Applications in Healthcare to fulfill this general education requirement.

* 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

3.00 semester credit hours are required. Students taking the MO 295 Medical Office Administration Internship must also take PD 215.

Course Number	Course Name	Prerequisite	Credit Hours
PD 121	Professional Development I	None	1.00
PD 155	Customer Services	None	1.00
PD 202	Professional Development II	None	1.00
PD 215	Medical Office Administration Internship Preparation	None	0.00

Distribution of Clock Hours by Course					
Course or Category	Lecture	Lab	Internship	Total Clock Hours	Credits
HC 115	30.00			30.00	2.00
IS 124	60.00			60.00	4.00
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 210	30.00			30.00	2.00
MO 215	45.00			45.00	3.00
MO 270 ▲	60.00 ▲			60.00 ▲	4.00
MO 295 ▲			180.00 ▲	180.00 ▲	
Open Elective Courses	105.00			105.00	7.00
Anatomy and Physiology With Lab	90.00	60.00		150.00	8.00
Information Literacy	15.00			15.00	1.00
English Composition or Literature	45.00			45.00	3.00
Speech	45.00			45.00	3.00
Computer Applications	30.00	30.00		60.00	3.00
Mathematics (College Algebra or Above)	60.00			60.00	4.00
Social or Behavioral Science	45.00			45.00	3.00
Humanities With a Critical Thinking Focus	45.00			45.00	3.00
Personal/Professional Development	45.00			45.00	3.00
Totals	825.00 ▲	150.00	180.00 ▲	1,155.00 ▲	60.00

▲ Note that the student only takes one of these two courses, so the total clock hours may be less than the stated total.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://www.herzing.edu/academics/medical-office-administration>