



MEDICAL OFFICE ADMINISTRATION - HEALTH UNIT COORDINATOR

The objective of this program is to provide students with the fundamental entry-level knowledge and skills required to be successful in modern medical settings.

Given the broad and dynamic nature of health services, students are taught computer and communication skills, core anatomy and medical knowledge, and strategies for being a successful team player within health workplaces.

COURSE DESCRIPTIONS

Anatomy & Medical Terminology I

This course, titled "Anatomy and Medical Terminology" will teach students the fundamental skills and understandings necessary to interact and work within the medical professional field. Students will study the origin, nature, and course of diseases as well as clinical and diagnostic procedures. Topics include word analysis and communication, roots and combining forms, and suffixes and prefixes.

Anatomy & Medical Terminology II

This is the second of two courses designed to provide students with an introduction to the human body and its functions. The basic anatomical structure of the body system is studied through descriptions, illustrations and exercises.

Medical Transcription

In this course, students will participate in hands-on training to develop the skills necessary for medical transcription careers. Students will increase their medical vocabulary by transposing medical records exploring all aspects of human anatomy, physiology, and organ systems. The systems explored in this course include reproductive, gastrointestinal, cardiopulmonary, neurology/orthopedics, and psychology/neurology systems.

Medical Office Procedures

In this course, students are introduced to the skills Medical Office Assistants require in various health care settings. Students will be introduced to medical assisting and its influence in healthcare and the healthcare team, legal and ethical issues, the procedure for medical records and documentation, and the importance of written and electronic communication in today's fast-paced Medical Office Assistant career.

Academic Credential
DIPLOMA

Program Duration
43 WEEKS

Practicum Duration
5 WEEKS

COURSE DESCRIPTIONS (MOA-HUC - CONTINUED)

Clinical Procedures

In this course, students will develop the essential administrative and clinical medical assisting skills necessary for a variety of health care settings. Topics include infection control practices, safety and patient reception, vital sign measurement, and reception phone procedures.

Medical Records & Billing

This course will teach students to understand medical billing procedures. Students will learn to create medical billing data using the Schedule of Benefits and Claims Submission Resource Manual for Physicians. Topics include: the preparation of billing statements, the creation of multifaceted schedules, prescriptions and financial dates.

Unit Clerk Procedures

This course introduces students to the procedures and requirements necessary to obtain a employment in a hospital environment. Topics include: transcribing physician orders, registration of patients, maintaining patient charts, and scheduling patients for testing and surgical procedures.

Effective Business Writing

The course discusses the fundamental details involved in effective communication techniques required in today's fast-paced work environment. Topics include effective written communication skills, proper communication techniques, specific workplace communication situations, and designing effective business presentations.

Microsoft Word

This course guides students through the Microsoft Windows application Word. Students will learn how to create and manipulate Word documents through a practical, hands-on approach.

Microsoft Excel

This course prepares students to perform necessary functions using Microsoft Excel. Students learn how to manipulate spreadsheets, use functions, and create equations.

Microsoft Outlook

This course prepares students to perform functions necessary in the workplace using Microsoft Outlook. File management, editing, formatting, and printing functions are topics covered to provide students the understanding of common functions in most Windows applications.

Microsoft PowerPoint

This course prepares students to perform PowerPoint functions necessary in the workplace environment. Students learn how to create and manipulate documents to successfully deliver effective presentations.

Becoming a Master Student

This course helps students make the transition to post-secondary education and teaches them how to make the most of their chosen career education path as they prepare for the workforce. Topics include learning styles, goal setting, note-taking, and testing.

Communication & Interpersonal Skills

This course prepares students to use proper speaking skills to give effective and professional oral presentations. Students will learn what to do before, during, and after presentations, and how to design effective visual aids.

Career Management

In this course, students will work hands on to build on essential skills necessary for finding opportunities in today's job market. Students will develop this essential communication in order to be successful in the entire job application process. Throughout the course, students will learn skills to plan, write, and complete a resume; to search for employment; and develop their presentation skills to help them achieve gainful employment.