

# HERZING

## DIPLOMA IN MEDICAL OFFICE ADMINISTRATION (DMOA)

### PROGRAM DESCRIPTION

This 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, clinic, hospitals, long-term care facilities, and other healthcare office settings.

### PROGRAM OBJECTIVES

Upon completion of this program students should be able to:

1. Demonstrate the ability to use knowledge attained to create clerical documents used in medical and healthcare facilities.
2. Apply legal concepts to medical practice.
3. Communicate professionally with patients, coworkers, and providers.
4. Demonstrate knowledge of billing and reimbursement.

### 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 39.00 semester credit hours is required for graduation.

### REQUIRED COURSES

All courses, 32.00 semester credit hours, are required.

Course Number	Course Name	Prerequisite	Credit Hours
EN 104	English Composition I	EN 090 or test-out	3.00
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 111	Computer Software Applications in Healthcare	MO 110	3.00
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
SC 145	Anatomy and Physiology I	Corequisite SC 145L	3.00
SC 145L	Anatomy and Physiology I Lab	Corequisite SC 145	1.00
SC 245	Anatomy and Physiology II	SC 145; Corequisite SC 245L	3.00
SC 245L	Anatomy and Physiology II Lab	SC 145; Corequisite SC 245	1.00

### 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

### 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
EN 104	45.00			45.00	3.00
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 111	30.00	30.00		60.00	3.00
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 ▲	
SC 145	45.00			45.00	3.00
SC 145L		30.00		30.00	1.00
SC 245	45.00			45.00	3.00
SC 245L		30.00		30.00	1.00
Personal/Professional Development	45.00			45.00	3.00
<b>Totals</b>	<b>510.00 ▲</b>	<b>150.00</b>	<b>180.00 ▲</b>	<b>840.00 ▲</b>	<b>39.00</b>

▲ 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>