

## DIPLOMA IN MEDICAL OFFICE ADMINISTRATION (DMOA)

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

### 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, clinical, hospital, long-term care facilities, and other healthcare office settings.

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

### REQUIRED COURSES

All courses, 17.00 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 111	Computer Software Applications in Healthcare	MO 110	3.00
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 ANATOMY AND PHYSIOLOGY WITH LAB

8.00 semester credit hours are required.

### PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

A minimum of 2.00 semester credit hours is 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

### CAPSTONE OR INTERNSHIP COURSE

A minimum of 4.00 semester credit hours is 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, Final Term of Study, and PGPA of 2.00	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.

Distribution of Contact Hours by Course					
Course or Category	Lecture	Lab	Internship	Total Contact Hours	Credits
Anatomy and Physiology With Lab	90.00	60.00		150.00	8.00
HC 115	30.00			30.00	2.00
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 211	45.00			45.00	3.00
MO 216	30.00			30.00	2.00
MO 270 ▲	60.00			60.00	4.00
MO 295 ▲			180.00	180.00	4.00
PD 121	15.00			15.00	1.00
PD 202	15.00			15.00	1.00
<b>Totals for Students Taking MO 270</b>	<b>390.00</b>	<b>150.00</b>	<b>0.00</b>	<b>540.00</b>	<b>31.00</b>
<b>Totals for Students Taking MO 295</b>	<b>330.00</b>	<b>150.00</b>	<b>180.00</b>	<b>660.00</b>	<b>31.00</b>

▲ Students either take MO 270 Capstone or MO 295 Internship