

# Medical Office Assistant Course Outline

## First Term:

Intro to Med. Assisting	18hrs
Med. Term	40hrs
Insurance	40hrs
Professional Adjustments	30hrs
Admin. Procedures	204hrs
English Review	
10 key calculations	
Excel/Access Spreadsheets	
Keyboarding	
Scheduling	
Office machines/logistics (filing, email, fax, and scanning)	
Transcription	
Business Math	30hrs
Business Communication	30hrs
Externship	40hrs
<b>Total: 432 hours</b>	
* NHA CMAA	
* CPR certification	

## Second Term:

Billing & Coding	70hrs
Anatomy & Physiology	110hrs
Medical Assisting Skills	120hrs
Phlebotomy	
Patient Care	
First Aid/Triage	
Clinical	132hrs
Skills Lab/Simulation	
Work Based Learning	*Phlebotomy→5 sticks (venous & capillary) before
<b>Total: 432 hours</b>	
*NHA CPT	
*NHA CBCS	

## Third Term:

Medical Assisting Skills	100hrs
Dosage Cal/Med Admin.	
EKG	
Patient Care	
Clinical	158hrs
Skills Lab/simulation-60	
Work Based Learning -98	
Mental Health	34hrs
Maternity-Child	40hrs
Human Diseases/Pharmacology	100hrs
<b>Total: 432 hours</b>	
<b>Medical Office Assistant Diploma</b>	<b>1296hrs</b>
*NHA CCMA	
*NHA CET	

# Medical Office Assistant Cost Sheet

**Items not purchased through the College but required upon enrollment:**

Background Check/Drug Screen.....	60.00
Physical Examination.....	50.00
Immunizations (TB/ Hep. B/Tetanus/Influenza) .....	40.00
CPR-BLS for Health Care Provider (through American Heart Association) .....	40.00-60.00
<b>Total .....</b>	<b>\$180.00-\$210.00</b>

**1st Term**

Maintenance/Tech & Activity Fee (Tuition)* .....	1,216.00
Books * .....	390.00
Calculator .....	10.00
Mandatory Liability Insurance* .....	15.00
<b>1st Term total.....</b>	<b>\$1,751.00</b>

**2nd Term**

Maintenance/Tech & Activity Fee (Tuition)* .....	1,216.00
Books * .....	755.00
Required Scrubs and Equipment .....	345.00
<b>2nd Term Total.....</b>	<b>\$2,316.00</b>

**3rd Term**

Maintenance/Tech & Activity Fee (Tuition)* .....	1,216.00
Books * .....	510.00
Required Scrubs and Equipment .....	56.00
<b>3rd Term Total .....</b>	<b>\$1,782.00</b>

**NHA Testing**

CMAA.....	115.00
CBCS .....	115.00
CPT .....	115.00
CCMA.....	155.00
CET .....	115.00
<b>Total .....</b>	<b>\$615.00</b>

**Total (approximately) .....\$6,674.00**

*This list of fees covers the period from September 1, 2016 to August 31, 2017. All book, tool, and supply costs are approximate and are subject to change. The actual time for completion may vary from student to student.*

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