



**CERTIFICATE,
MEDICAL OFFICE TECHNOLOGY
ADMIN.(AA)MEDICAL(MA)ASST. OPTION
2007-2008**

The Medical Office Technology programs are designed to place students in outpatient (ambulatory) care facilities. Students may choose between two certificate options; Administrative Assistant and Medical Assistant. The programs are designed in a step manner allowing the students to enter the workforce as soon as possible while continuing their education in class.

The Administrative Assistant (AA) certificate prepares students to perform administrative functions required in an outpatient healthcare setting. This includes front office work, medical billing and ICD-9/CPT coding. The Medical Assistant (MA) certificate includes all required courses for the AA certificate plus those courses required to prepare the student to perform clinical skills under the direction of a physician in an outpatient healthcare setting.

Students wishing to advance to a degree may choose either the Medical Assisting (MA) option or the Medical Practice Manager (MPM) option. The MA option allows students to become degreed professionals in Medical Assisting. The MPM option prepares students to become managers for outpatient healthcare facilities.

The Medical Assistant certificate is accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE) located at 20 N Wacker Dr, Suite 1575, Chicago, IL60606, 1-800-228-2262.

All health program students must obtain a criminal background check through Arapahoe Community College Campus Police department. Additionally, students must obtain professional liability insurance coverage as provided by Arapahoe Community College. Documentation of current immunizations, including the Hepatitis B vaccinations, is required. Needed supplies include a stethoscope and a lab coat.

Admission Requirements:

- 1) All courses require acceptance into the program or written approval of the Academic Coordinator, except HIT students.
- 2) Complete program application packet. Download the application on the web site or call 303-797-5898.
- 3) Personal interview with the Academic Coordinator.
- 4) Complete CPT examination with minimum scores of: Reading 83, Mathematics 61, Sentence Structure 86 (or Academic Coordinator approval) Applicants who hold a degree are exempt from the CPT examination.
- 5) Clear criminal background check.

All major, general education courses and other courses required for this degree must be completed with a grade of "C" or better to meet graduation requirements.

Administrative Assistant Certificate – 16 credit hours

	MOT 110 Medical Office Administration	4
	MOT 130 Insurance Billing and Coding	3
	HPR 106 Law and Ethics for Healthcare Professions	2
	HPR 178 Medical Terminology	3
	MOT 136 Introduction to Clinical Skills	2
	Students must receive Academic Coordinator approval prior to enrolling in their internship	
	*MOT 181 Administrative Internship	2

Medical Assistant Certificate– 16 credit hours

	MOT 125 Basic Medical Sciences I	3
	MOT 133 Basic Medical Sciences II	3
	MOT 135 Basic Medical Sciences III	3
	MOT 138 Laboratory Skills	4
	MOT 140 Clinical Skills	4
	HWE 100 Human Nutrition	3
	PSY 101 General Psychology I	3
	PSY 235 Human Growth and Development	3
	** Students must complete MOT 181 (2) and MOT 182 (3) OR MOT 183(5)	
	*MOT 181 Administrative Internship	2
	*MOT 182 Clinical Internship	3
	**MOT 183 Medical Assistant Internship	5

***Note – Those students who intend to take both the Administrative Assistant and the Medical Assistant certificate programs need only take MOT 181 once, as well as MOT 182 (MA).**

****Another alternate method will be to take MOT 183 which is a combination of MOT 181 and MOT 182**

CERTIFICATE, MEDICAL OFFICE TECHNOLOGY, AA AND MA 2007-2008

IMPORTANT PROGRAM INFORMATION:

Please see Advising with any questions concerning this program; 303.797.5664 or Advising@arapahoe.edu .

ASSESSMENT REQUIREMENTS:

Basic Skills courses may be required based on assessment scores. It is the student's responsibility to take these course requirements within the first 30 credits at ACC. Basic Skills courses are also available at other area community colleges.

Tested Out/ Completed	Semester	ACT/ SAT Last 2 yrs	Accuplacer	Course	Credits
Sentence Skills					
			25-49	See Developmental Studies Advisor	
			50-69	ENG060	3
			70-94	ENG090	3
		18/440	95-120	ENG 121	3
Reading					
			25-39	See Developmental Studies Advisor	
			40-61	REA060	3
			62-79	REA090	3
		17/430	80-120	REA 112	3
Mathematics					
		Arithmetic	24-56	MAT030	2
		Arithmetic	57-120	MAT060	3
		Elem. Alg.	45-60	MAT090	4
		Elem. Alg.	61-84	MAT106/111	5
		19/460	85-120	MAT 120,121,123,135/179	4
Study Skills/Orientation					
	Academic Achievement Strategies			AAA090	3
	College Orientation			AAA101	1
	Advanced Academic Achievement			AAA 109	3

EXEMPTIONS TO ASSESSMENT TESTING:

1. Have successfully completed a college-level mathematics and college-level English course with a grade of C or better. You must provide a transcript.
2. Have achieved the minimum ACT/SAT scores shown above within the last 2 years and provide documentation.
3. Have successfully completed necessary remedial course(s), if required with a "C" or better.

4. Have earned an Associate's degree or higher. You must provide documentation.
5. Some degree programs do not allow a waiver for the CPT.

IMPORTANT TELEPHONE NUMBERS:

Admission and Records	admissions@arapahoe.edu	M2470	303.797.5621
Advising and Counseling Center	advising@arapahoe.edu	M 2010	303.797.5664
Bookstore	0249mgr@fneg.follett.com	M1200	303.797.5676
Campus Police	campuspolice@arapahoe.edu	M2600	303.797.5800
Career Center	careers@arapahoe.edu	M2025	303.797.5805
Cashier		M2300	303-797-5638
Child Development Center		N1000	303.797.5678
Disability Services	heather.lawler@arapahoe.edu	M2710	303.797.5937 v/tty
Financial Aid		M2115	303.797.5661
	• Apply online at www.FAFSA.ed.gov		
Information Central	info-central@arapahoe.edu	M2800	303-797-4222
Library	library@arapahoe.edu	M2500	303.797.5090
Math Lab	math@arapahoe.edu	M3610	303.797.5877
	• Students must register for MAT 101 Enhanced Mathematics Lab		
Open Computer Lab		M1650	303.797.5907
Student Affairs	heather.lawler@arapahoe.edu	M2820	303.797.5668
Testing Center		M2280	303.797.5993
Tutorial Services	debra.goldberg@arapahoe.edu	M2710	303.797.5937 v/tty
Writing Center		M2855	303.797.5830

Location Abbreviations:

A – Annex	AD – Art and Design Center
CSB – Church Street Building	M – Main Building
UCC – University Center @ Chaparral (15653 Brookstone Dr, Parker)	N – North Building

TRANSFER INFORMATION:

1. It is important that you consult an advisor and the transfer institution when choosing courses, as certain majors have particular degree prerequisites and general education course requirements that need to be taken within the Associate degree program.
2. Students who complete a 60 credit hour A.A./A.S. degree with appropriate course requirements and grades of C or better may be able to complete a Baccalaureate degree in 60 additional credits after transferring to a 4-year public institution.
3. Consult your ACC Advisor about Colorado's 60 + 60 plans.
4. ACC has articulation agreements with several four-year institutions; visit the ACC Transfer Center of the website (www.arapahoe.edu) for more information.

SUGGESTIONS FOR SUCCESS

1. Obtain and read a copy of the ACC catalog.
2. Attend a New Student Orientation session.
3. Maintain current contact information on file and read all correspondence from ACC.
4. Take your CPT or be exempted (see above) before meeting with an academic advisor.
5. Take English, Speech and Math classes early in your program.
6. See your advisor about balancing your workload with credit load.
7. If you want to graduate in two years, take a minimum of fifteen college-level credits per fall/spring semester or twelve credits Fall/Spring and six credits Summer.
8. Transfer and financial aid students should consult an advisor before registering.

GRADUATION INFORMATION

1. No catalog more than six years old may be used for graduation requirements; the 2007/2008 catalog may not be used beyond the Spring 2013 semester.
2. **You must apply for graduation; obtain the application online at www.arapahoe.edu (Student Services) and apply by: April 1 (summer graduation), July 1 (fall graduation) and November 1 (spring graduation).**

For more information log on to www.arapahoe.edu.

Last Updated 06.21.2007