

ARAPAHOE COMMUNITY COLLEGE

Medical Office Technology Programs

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Medical Office Technology Programs

The Medical Office Technology programs are designed to place students in outpatient (ambulatory) care facilities. Currently three certificates are available: **Administrative Assistant, Medical Assistant, and Billing & Reimbursement**. We are very pleased to be able to offer these programs in a “step” fashion that allows students to begin working in their chosen field as soon as possible. We also offer many courses on-line for your convenience.

The **Administrative Assistant** certificate enables students to work the front office/reception area of physician’s offices. The **Medical Assistant** certificate enables students to get a job as an entry level MA for the front and back office of a physician’s office. In addition to doing reception work in the office, an MA also does patient care including laboratory work and injections. The **Billing & Reimbursement** certificate enables students to become an entry level billing specialist in an ambulatory care setting.

Program Admission Requirements CHECKLIST

Completed?	ITEM	Information
	Complete ACC application for acceptance to college DEADLINES – Begin Fall semester – May 1st Begin Spring semester – December 1st	Application can be found online for download and completion. Please email this along with other paperwork.
	Make sure you have selected a MAJOR: A CERTIFICATE in either: Administrative Assistant (MOTA) Billing and Reimbursement (BLGR) Medical Assistant (MEDA)	Go to “admissions” and FORMS – “Student declaration of major” and complete this online at www.arapahoe.edu .
	Take Accuplacer tests (if applicable) in Testing Center	For ALL applicants <u>unless</u> you have a prior degree: for example, Associates/Bachelors/Masters. (see note 1.)
	Complete MOT application - see item above.	With Student ID number (S#) and Accuplacer scores if applicable.
	Download and READ “MOT STUDENT GUIDE” document from the ACC Website and Complete and SIGN LAST TWO PAGES to attach to application form.	Attach completed and signed final 2 pages of document to your application
	Arrange for advising session with MOT coordinator Deby Jones within DEADLINES given above	Please email for appointment (see note 2.)
	Complete Criminal Background check	For MA Certificate students ONLY (see note 3.)
	Apply for Financial Aid 4-6 weeks BEFORE classes start. This must be done every year.	See Financial Aid services

Notes:

1. The MOT program requires applicants to take the Accuplacer test. (Note: students must meet any additional Accuplacer requirements for other required courses). **Exemptions** to the Accuplacer exam for students possessing ACT/SAT scores, prior college degree and prior college coursework are provided. It is recommended that this test be taken well in advance of the application deadline. Some colleges may use different assessment tests. The applicant must take the test named Accuplacer. The test is given without appointment. Please see the current ACC schedule or contact the Testing Center (303.797.5993) for information regarding the administration of this test.
2. An advising session/interview with the MOT coordinator is **required before registering for any MOT courses**. HIT students do not need permission to register for MOT 125, 133, or 135. You can register for the NON MOT prefix classes (HPR 178 and HPR 106) without admission to MOT program.
3. A Criminal Background check is required prior to entering the MOT program **for the Medical Assistant (MA) certificate**. In the event the student background check reveals any disqualifying factors that student will not be permitted to continue with the internship portion of the program. Information on how to acquire / perform the background check will be provided to all students accepted to the MOT program.

College Services

Arapahoe Community College offers an array of outstanding Student Services. Please see the college catalog for more detailed information. For your convenience here is a partial listing of some of the many opportunities available to assist your educational experience.

Advising Center (Educational, Planning, Career, Personal)	303.797.5664
Bookstore	303.797.5676
Career Center	303.797.5805
Child Development Center	303.797.5678
Disability Services	303.797.5937
Financial Aid and Scholarship Programs	303.797.5661
Information Central (Admissions & Records)	303.797.5621
Testing Center	303.797.5993

MEDICAL OFFICE TECHNOLOGY PROGRAMS (MOT) CURRICULUM PLAN

ADMINISTRATIVE ASSISTANT CERTIFICATE	17 CREDITS
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HPR 106	Law & Ethics for Healthcare Professions	2
HPR 178	Medical Terminology	3
MOT 110	Medical Office Administration	4
MOT 130	Insurance Billing and Coding	3
MOT 136	Introduction to Clinical Skills (pre-requisites required)	3
MOT 289	Administrative Capstone Class (with permission)	2

MEDICAL ASSISTANT CERTIFICATE	40 CREDITS
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HPR 106	Law & Ethics for Healthcare Professions	2
HPR 178	Medical Terminology	3
MOT 110	Medical Office Administration	4
MOT 136	Introduction to Clinical Skills (pre-requisites required)	3
MOT 130	Insurance Billing and Coding	3
MOT 150	Pharmacology for Medical Assistants *new starting Fall 2013	3
MOT 138	Medical Assisting Laboratory Skills	4
MOT 125	Basic Medical Sciences I (pre-requisites required)	3
MOT 133	Basic Medical Sciences II (pre-requisites required)	3
MOT 135	Basic Medical Sciences III (pre-requisites required)	3
MOT 140	Medical Assisting Clinical Skills (pre-requisites required)	4
MOT 183	Medical Assistant Internship – (by arrangement only)	5

BILLING AND REIMBURSEMENT CERTIFICATE	25 CREDITS
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HPR 106	Law & Ethics for Healthcare Professions	2
HPR 178	Medical Terminology	3
MOT 110	Medical Office Administration	4
MOT 130	Insurance Billing and Coding	3
MOT 131	Advanced Insurance Billing and Coding (pre-requisites required)	3
MOT 125	Basic Medical Sciences I (pre-requisites required)	3
MOT 133	Basic Medical Sciences II (pre-requisites required)	3
MOT 135	Basic Medical Sciences III (pre-requisites required)	3
MOT 289	Billing and Reimbursement Capstone (with permission)	1

Pathways to Success!

Administrative Assistant Certificate

FALL	SPRING
MOT 110 – 4 cr HPR 178 – 3 cr HPR 106 – 2 cr MOT 130 – 3 cr	MOT 136 – 3 cr MOT 289 section 202 – 2 cr
Total Credit = 12	Total Credit = 5

Medical Assistant Certificate (Following AA Certificate)

SUMMER	FALL	SPRING
MOT 125 – 3 cr MOT 133 – 3 cr	MOT 135 – 3 cr MOT 150 – 3 cr ** ** Offered fall semesters only	MOT 138 – 4 cr * MOT 140 – 4 cr * *Offered Spring semesters only
Total Credit = 3	Total Credit = 6	Total Credit = 8

SUMMER
MOT 183 – 5 cr (by arrangement)
Total Credit = 5

Medical Assistant Certificate (Without separate AA Certificate)

FALL	SPRING	SUMMER
MOT 110 – 4 cr HPR 178 – 3 cr HPR 106 – 2 cr	MOT 130 – 3 cr MOT 125 – 3 cr MOT 135 – 3 cr	
Total Credit = 9	Total Credit = 9	Total Credit = 0
FALL	SPRING	SUMMER
MOT 136 – 3 cr MOT 133 – 3 cr MOT 150 – 3 cr *Offered Fall Only	MOT 138 – 4 cr* MOT 140 – 4 cr* *Offered Spring Only	MOT 183 – 5 cr (by arrangement)

Total Credit = 9	Total Credit = 8	Total Credit = 5
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Billing and Reimbursement Certificate

FALL	SPRING	SUMMER
MOT 110 – 4 cr HPR 178 – 3 cr HPR 106 – 2 cr MOT 130 – 3 cr	MOT 131 – 3 cr* MOT 125 – 3 cr MOT 133 – 3 cr MOT 135 – 3 cr *Offered Spring Only	MOT 289 section 201 – 1 cr
Total Credit = 12	Total Credit = 12	Total Credit = 1

PLEASE NOTE – the above plans are assuming a FALL semester start. If you start in the spring, the certificates may take longer or change the semesters in which you take classes.

For more information please contact Jennifer Kroetch
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