

MOA CERTIFICATE PROGRAM

SCHEDULE *(this is an example based on the weekend format, and is subject to change)*

	TOPIC	EVALUATIONS
MOA: Module 1 (30hrs)		
1. Sat	Program Introduction Medical Office Procedures	
2.	Medical Office Procedures Medical Terminology 1	
3. Sat	Medical Documentation Medical Office Procedures	Medical Office Procedures Test
4.	Medical Documentation Medical Terminology 1	
MOA: Module 2 (37.5 hrs)		
5. Sat	Medical Billing Electronic Medical Records	Medical Documentation Test
6.	Medical Billing Electronic Medical Records Pharmacology	Medical Terminology Test 1
7. Sat	Medical Billing Pharmacology Medical Terminology 2	
8.	Electronic Medical Records Pharmacology Medical Terminology 2	Medical Billing Test
9. Sat	Electronic Medical Records Pharmacology Medical Terminology 2	Pharmacology Test
MOA: Module 3 (37.5hrs)		
10.	Clinical Procedures Medical Transcription	EMR Test Medical Terminology Test 2
11. Sat	Clinical Procedures	
12.	Clinical Procedures Medical Transcription Career Preparation	
13. Sat	Anatomy and Terminology for the MOA	Anatomy and Terminology for the MOA Presentation Clinical Procedures Test
14.	Medical Transcription Anatomy and Terminology for the MOA Evaluations	Career Preparation Assignment Medical Transcription Report

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EVALUATION GUIDE *(this is an example and is subject to change)*

EVALUATION METHOD	%
Medical Office Procedures Test	35
Medical Terminology Test 1	35
Medical Documentation Test	30
TOTAL MODULE ONE (MOAP1101)	100

Medical Terminology Test 2	25
Medical Billing Test	25
EMR Test	25
Pharmacology Test	25
TOTAL MODULE TWO (MOAP1102)	100

Clinical Procedures Test	30
Medical Transcription Report	30
Anatomy and Terminology for the MOA Presentation	30
Career Preparation Assignment	10
TOTAL MODULE THREE (MOAP1103)	100

EVALUATION PASS GRADE:

- To successfully pass an evaluation (noted above) you must obtain a minimum mark of 60%. To successfully pass a module you must receive an overall percentage of 70% or greater.
- You may apply for your certificate if you successfully complete all three (MOAP1101, 1102, & 1103).
- Letter grades will be reflected on your transcript with a minimum pass grade of B- (70% or greater).
- Grades between 50-69% will be reflected as a U for Unsuccessful, and you will not be eligible for the MOA certificate.