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***Medical Office Administration Certificate***

This Medical Reception/Office Administrator certificateoption is designed to prepare individuals to work as receptionists/office administrator in the health care industry. Students successfully completing this course of study will be eligible to take the CMAS exam with [AMT](https://www.americanmedtech.org/) and The [CPC exam](https://www.aapc.com/certification/cpc/) with [AAPC](https://www.aapc.com/?&utm_medium=ppc&utm_source=adwords&utm_term=american%20academy%20of%20professional%20coders&utm_campaign=Search_Google_Brand_AAPC-Core_Exact&hsa_cam=6492563249&hsa_tgt=aud-131274637712:kwd-398255224227&hsa_kw=american%20academy%20of%20professional%20coders&hsa_ver=3&hsa_ad=474840609737&hsa_acc=8669576186&hsa_grp=77939806076&hsa_src=s&hsa_net=adwords&hsa_mt=e&gclid=Cj0KCQiA9OiPBhCOARIsAI0y71CP8EpuS2k6RBkYePcQHUcifX8sqYZTvX7Qx7ykWChkJAyyBEmqDXUaArluEALw_wcB&gclsrc=aw.ds). **Most** **credits from this certificate may be transferred to the Medical Assistant AAS degree & certificate programs.**

| **Program prerequisites** | | | Credit |
| --- | --- | --- | --- |
| HPR 1011 CPR for Professionals or current active CPR certification from AHA approved training plan. | | | 0.5 |
| CIS 1018 PC applications or CSC 1005 Computer Literacy | | | 3 |
| ENG 1021 or 1031 or COM 1150 or 1250 or 2250 English Composition, Technical Writing or Public Speaking, Interpersonal Communications, or Organizational Communications | | | 3 |
| **Course Prefix-number-name** | **Credit hours** | **Prerequisite/Recommendations/Information** | |
| MAP 1010 Medical Office Administration | 4 | Online only. Prerequisite: College Reading & Writing Literacy. | |
| MAP 1020 Medical Office Financial Management | 4 | Prerequisite: CIS 1018 PC Applications or CSC 1005 Computer Literacy, HPR 1039 Medical Terminology | |
| MOT 1015 Electronic Medical Office Records | 3 | Online only. Prerequisites: | |
| MOT 1036 Introduction to Clinical Skills | 3 | Prerequisites: none | |
| MOT 1025 Basic Medical Science I | 3 | These 3 BMS classes are anatomy & physiology & pathophysiology medical assistant level. May be done in any order. May substitute: BIO 2101, 2102 and 2116. Prerequisites: none. | |
| MOT 1026 Basic Medical Science II | 3 |
| MOT 1027 Basic Medical Science III | 3 |
| MOT 1050 CPT Coding concurrent with MOT 209 | 2 | Prerequisite: MOT 1025,1026,1027 + HPR 1039-1045. | |
| MOT 1060 ICD Coding concurrent with MOT 208 | 2 | Prerequisite: MOT 1025,1026,1027 + HPR 1039-1045. | |
| MOT 1061 Intermediate Coding | 3 | Prerequisite: MOT 1050 & 1060. | |
| MOT 2040 Advanced Insurance Billing & Coding | 3 | Prerequisite: MOT 1050 & 1060. | |
| HPR 1008 Law & Ethics for Health Professionals | 2 | Online only. Prerequisites: none | |
| HPR 1039 Medical Terminology | 2 | ***Must be done in the first semester.*** | |
| HPR 1045 Medical Records Terminology | 2 | Online only. Prerequisites: none | |
| MAP 2080 Internship. All MAP-MOT-HPR course work must be completed. (Except HPR 1008 &/or MOT 1061 & 2040) | 4 | 180 hours in a contracted medical office. All MAP-MOT-HPR courses must be completed. Note: Program Coordinator Approval needed to register | |

***Total Credits: 43 Total Contact Hours: 885 CIP: 51.0705***

Students must have access to a computer (PC) off campus.

To complete AAS Medical Assistant degree:

Student must complete these additional courses:

* MAP 2038 Medical Office Financial Management 4 crd
* MAP 2040 Medical Assistant Clinical Skills 4 crd
* MAP 2086 Review for National MA exam 1 crd
* MAP 1050 Pharmacology for Medical Assistants 2 crd
* MOT 2082 Clinical Internship (135 hours) 3 crd
* MAT 1140 Career Math. 3 crd
* PSY 1001 General Psychology or PSY 1005 of the Workplace (will not transfer). 3 crd.
* Either ENG or COM depending on which is completed for this program. 3 crd.

MOT 1050-1060-1061-2040 do not apply towards the medical assistant degree or certificate programs.

See program coordinator for complete information.

***The following classes are not offered in the summer semester:***

* MAP 1020, MOT 1061 and MOT 2040.

***Program Admission Requirements:***

* Admission to Pikes Peak State College.
* There are several new opportunities available for entering students regarding appropriate [placement in math and English courses](https://www.pikespeak.edu/admissions/testing-center/placement-testing/index.php).
* Students can find more information for the [college testing center](https://www.pikespeak.edu/admissions/testing-center/index.php).
* For more information contact the Testing Center at *502-3390 or x3370.*

***When the student is preparing to take their internship - they are required to meet with the program coordinator in person the semester before internship for academic clearance and to receive the instructions and a registration form for the internship class. Students must not wait until the end of the term prior to their internship to meet with the coordinator. It is recommended the student meet at least midterm prior to their internship semester.***

1. To have medical clearance from a physician (may not be done more than 4 weeks prior to internship meeting).
2. To obtain a letter of good standing from the admissions office.
3. Written documentation of vaccination: (verified by a medical provider).
4. Tetanus (within 10 years).
5. 2 step PPD or Quantiferon documentation (within 6 months).
6. MMR (2nd shot in series- if born after 1-1-1957).
7. Hepatitis B (3 shot series) (2 must be complete). or blood titer showing immunity
8. Varicella vaccine (chicken pox) or blood titer showing immunity.
9. Flu vaccination for the current year.
10. Students may present blood titer results to demonstrate immunity to 1-5 conditions above. Titers must be within 1 year.
11. COVID vaccinations if available.
12. Current CPR card (must be active during the entire internship period).
13. Pass a drug screen test \*.
14. Pass a criminal background check \*

\* When students enroll in the MAP 2080 internship class, students will have to pay:

* A separate fee (not included in college course fees) for the drug screen test and the criminal background check fee of $63.00 (approximate cost) if you have not lived outside of Colorado in the past 7 years. If you have lived outside of Colorado, this fee may increase.
* Added to the course fees will be $10.00 malpractice liability insurance fee. Paperwork for the completion of the drug screen fee and criminal background check will be discussed at the individual meeting for internship clearance with the program coordinator each term.
* When you register for internship you will be asses another fee through Castlebranch for documents repository of $27.50 + a fee for records management. You will have a lifetime access to this repository. Information to be give at mandatory internship meeting.
* Once the program is moved to CHES building, there will be a fee for the video fee for simulation added per student for specific courses. Please speak with the program advisor or Dept. Chair for specific information.

The following courses utilize the same textbook:

* + MAP 1010, MOT 1036 (1 book and online course access to publisher - Cengage).
  + HPR 1039, HPR 1045 (no book)( online course access to publisher - Cengage).
  + MOT 1025, MOT 1026, MOT 1027 (3 books).
  + MOT 1050, MOT 1060.

For further information you can contact:

Melissa Serna @ [melissa.serna@pikespeak.edu](mailto:melissa.serna@pikespeak.edu) or 719-502-3407

Or

Kim Kirkland @ [kim.kirkland@pikespeak.edu](mailto:kim.kirkland@pikespeak.edu) or 719-502-3523

Thank you

Melissa Serna

Melissa Serna

Medical Office Technology Program Coordinator and Department Chair

Pikes Peak State College

Office: Medical Science Division

***Pikes Peak State College Medical Office Technology Programs Background Check***

When applying for the student’s program internship, approval will be contingent upon a criminal background check.

The following criminal offenses appearing on a criminal background check will disqualify an

applicant for admission to CCCS Nursing, Emergency Medical Services (EMS), Fire Science, and Allied Health Programs.

An Applicant will be disqualified from a Medical Office Technology program internship class(s) based on the following guidelines:

* Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
* Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 7 years immediately preceding the submittal of application.
* Any offense involving unlawful sexual behavior in the 7 years immediately preceding the submittal of application.
* Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in 7 years immediately preceding the submittal of application.
* Any crime of elder or child abuse, as defined in section 18-6-401 C.R.S in the 7 years immediately preceding the submittal of application.
* Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
* Any felony theft crimes in the 7 years immediately preceding the submittal of application.
* Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S in the 7 years immediately preceding the submittal of application.
* Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
* More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.
* Any felony homicide conviction (no time limit).
  + Registered Sex Offenders (no time limit).
  + Listed on the U.S. Treasury, Office of Foreign Assets Control (OFAC) or Specially Designated Nationals (SDN).
  + Listed on Health and Human Services/Office of Inspector General List of Excluded

Individuals/Entities or the GSA List of Parties Excluded from Federal Programs.

* + Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.

If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case-by-case basis. Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.

If criminal background checks reveal a negative result, applicants have the right to review the information reported by the designated reporting agency for accuracy and completeness and to request that the designated agency verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant, the College will provide applicants a copy of or access to the background check, inform them of their rights, and how to contact the designated agency to challenge the accuracy of the report. If the applicant is challenging the accuracy or completeness of the criminal background records or drug screening, a final decision regarding the applicant’s status will be delayed pending the results of the challenge.

If the background check contains negative findings, the College designated reviewer will give the applicant an opportunity to submit additional information relating to the negative finding, such as a written explanation, court documents, and/or police reports.

***DRUGS/ALCOHOL***

Pikes Peak State College prohibits the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and in any amount.

Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus, including any time the student is in a clinical experience or representing the college.

With respect to prescription drugs, only the person for whom a prescription drug is prescribed can bring the medication on PPSC property or a clinical setting. The prescription drug must be in its original container. The student must use the prescription drug only in the manner, combination, and quantity prescribed.

Suspicion based alcohol or drug testing will be performed if performance or behavior in the medical assistant program is suspected to be substance related.

***Graduation Requirements***

* All major, general education and other courses required for the degree must be completed with a grade of "C" or better.
* To graduate, students must apply for graduation and complete the [graduation survey](https://www.pikespeak.edu/admissions/records/graduation/index.php) (available via myPPSC).
* After applying for graduation, all correspondence to a student about the status of their program conferral will be sent to their ***official college student email address only***.
* As a graduate of a Career and Technical Education program you will be contacted by a PPSC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that PPSC receives certain federal funding.

***Potential Schedule***

| ***1st Term*** | ***Class description*** | ***Credits*** |
| --- | --- | --- |
| HPR 1039 | Medical Terminology (must be completed in the 1st semester) online only | 2 |
| MOT 1036 | Introduction to Clinical Skills on campus only | 3 |
| MOT 1025 | Basic Medical Science I | 3 |
| MAP 1010 | Medical Office Administration online only | 4 |

| ***2nd Term*** | ***Class description*** | ***Credits*** |
| --- | --- | --- |
| HPR 1045 | Medical Records Terminology online only | 2 |
| MAP 1020 | Medical Office Financial Management | 4 |
| MOT 1027 | Basic Medical Science III | 3 |
| HPR 1008 | Law & Ethics online only | 2 |

| ***3rd Term*** | ***Class description*** | ***Credits*** |
| --- | --- | --- |
| MOT 1015 | Electronic Medical Office Records online only | 3 |
| MOT 1026 | Basic Medical Science II | 3 |
| MOT 1050 | CPT Coding | 2 |
| MOT 1060 | ICD Coding | 2 |

| ***4th Term*** | ***Class description*** | ***Credits*** |
| --- | --- | --- |
| MAP 2080 | Administrative Internship (180 hours in a contracted medical office) | 4 |
| MOT 1061 | Intermediate Coding | 3 |
| MOT 2040 | Advanced Insurance Billing & Coding | 3 |

Course prefix meanings:

MOT = Medical Office Technology. MAP = Medical Assisting Professional.

HPR= Health Professional. CIS = Computer Information Systems.

CSC Computer Science. ENG = English.

COM = Communications.

For Financial Aid you must take a minimum of 6 credit hours per semester. See [Financial Aid](https://www.pikespeak.edu/costs-scholarships-aid/costs/tuition-fees.php) for details.

12 credit hours is considered a full-time student.

9 credit hours is considered a ¾ time student.

6 credit hours is considered a half-time student.

***Colorado Community College System Career & Technical Program Essential Skills***

Clear academic and technical standards assure that decisions concerning success for all students are clearly stated & based upon nondiscriminatory criteria. The technical standards also help students assess their ability to succeed in the program/course. The technical standards include those skills that are essential to participate in the program.

Federal law requires the provision of reasonable accommodations to persons with disabilities

who possess “the academic and technical (nonacademic) standards” for admission or participation in post-secondary programs and courses. Any student having a medical condition that causes an inhibition or restriction should contact the Office of Accessibility Services (719-502-3333) as further outlined below under Americans with Disability Act. It is recommended students set up their initial appointment with Accessibility Services prior to starting the medical

program(s). Specific information regarding the accommodation process are available on the PPSC website. Accommodations may only be provided when the student provides the Accommodations Form from the Office of Accessibility Services to his or her individual faculty.

The following are a list of the technical standards required for an individual to be successful in the medical program(s):

***Visual acuity:***

Visual acuity sufficient to assess environments and to follow instructor’s written directions.

Examples of relevant activities:

* + - Collect data from recording equipment and measurement devices.
    - Detect a hazard in lab area and initiate emergency action.
    - Read fine print in varying levels of light.

***Auditory Ability:***

Auditory ability sufficient to assess the classroom environment and to follow instructor’s verbal directions.

Examples of relevant activities:

* + - Detect sounds.
    - Detect audible alarms e.g. monitors, fire alarms, call bells.
    - Communicate clearly in classroom discussions.

***Olfactory Ability****:*

Olfactory ability sufficient to assess environmental odors.

***Tactile Ability*:**

Tactile ability sufficient to detect physical sensations.

Examples of relevant activities:

* + - Detect changes in skin temperature.
    - Detect unsafe temperature levels in heat-producing devices.
    - Feel vibrations such as palpate pulses.
    - Feel differences in sizes and shapes in order to identify proper landmarks.
    - Feel differences in skin surface characteristics such as skin turgor or rash.

***Fine Motor Skills*:**

Fine motor skills sufficient to perform physical/motor skills integral to program requirements

Examples of relevant activities

* + - Accurately place and maintain position of equipment.
    - Record data with a pen on graphic and other flow sheets.
    - Operate a computer.
    - Handle small, delicate equipment/objects without extraneous movement, contamination or destruction.
    - Coordinate hand/eye movements.

***Gross Motor Skills*:**

Gross motor skill sufficient to provide the full range of safe and effective program activities.

Examples of relevant activities:

* Stand and maintain balance while transferring equipment (or patients for healthcare).
* Reach below the waist and overhead.
* Walk without a cane, walker or crutches in order to maintain a safe environment or operate necessary equipment.
* Maneuver in small areas such as an exam / lab room.

***Strength and Mobility*:**

Strength and mobility sufficient to perform program procedures.

Examples of relevant activities

* Assist in the transfer of patients safely on or off of exam tables, from standing or sitting positions.
* Lift or move objects, pull or push objects, and maintain a “medium activity level” as defined by the State of Colorado Department of Insurance Index of Occupational Characteristics. This includes occasionally lifting pounds of weight listed below (PACCHOM essential functions) and frequently lifting or carrying objects weighing amounts listed below (PACCHOM essential functions).

***Physical Endurance*:**

Physical endurance sufficient to complete assigned work over a specified time period. Must be able to perform with acceptable speed reflected by ability to carry out the usual program assignment for a particular point in the program / course within the allotted time.

Ability to Communicate, Comprehend, Read and Write English:

Ability to communicate, comprehend, read, and write in English at a level that meets the need for accurate, clear, and effective communication with individuals respecting social, cultural and spiritual diversity.

Examples of relevant activities:

* + - Give clear oral reports.
    - Read graphs.
    - Read and understand English printed documents.
    - Write legibly.
    - Be able to communicate effectively on the telephone.

***Behavioral Stability*:**

The student must possess skills and experience necessary for effective and harmonious relationships in diverse learning environments.

Examples of relevant activities:

* + - Deal with the unexpected.
    - Handle strong emotions.
    - Be flexible with changing environments and schedules in both class and lab & clinical setting.
    - Be able to work in close quarters with other students and faculty or healthcare workers.
    - Focus attention on task.
    - Monitor own emotions and be able to keep emotions under control.

***Cognitive Ability and Critical Thinking Skills*:**

Cognitive ability and critical thinking skills to collect, analyze, and integrate information and knowledge to make judgments and decisions that promote learning outcomes in the healthcare setting.

Examples of relevant activities:

* + - Identify cause-effect relationships.
    - Sequence or cluster lab findings.
    - Process information thoroughly and quickly to prioritize tasks.
    - Demonstrate skills of recall using both long and short term memory, inferential reasoning, predicting possible outcomes, application of knowledge, and evaluation of predicted outcomes at appropriate level for point in program / course.