

# Associate of Applied Science in Medical Office Administration

## Accreditation and Credentialing Information

### The Curriculum Review Board

The Curriculum Review Board (CRB), which operates under the authority of the Endowment, evaluates medical assisting programs according to *Standards* adopted by the Endowment and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The CRB then recommends programs to CAAHEP for accreditation. Additionally, the CRB fulfills these functions:

- Regularly reviewing *Standards* for medical assisting curricula
- Conducting accreditation workshops for medical assisting educators
- Conducting workshops and conferences for medical assisting program surveyors
- Providing medical assisting educators with current information about CAAHEP accreditation laws, policies and practices.

### The Accreditation department

The AAMA Accreditation department provides staff support to the CRB in the following activities:

- Developing and implementing strategic plans and policies
- Developing meeting agendas
- Monitoring compliance with regulatory requirements
- Developing and interpreting accreditation standards
- Coordinating accreditation workshops
- Coordinating the recruitment and training of volunteers
- Editing reports and coordinating revisions

The department also provides assistance to programs undergoing accreditation.

### CAAHEP

CAAHEP is a non-profit, allied health education organization whose purpose is to accredit entry-level, allied health education programs. For more information, go to [www.caahep.org](http://www.caahep.org).

The **A.A.S. Degree in Medical Office Administration** is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727/210-2350

## MEDICAL OFFICE ADMINISTRATION

### Associate of Applied Science in Business

Prepares students for potential employment in the business office of a hospital and/or in a physician's office. This AAS degree meets the requirement for admission to the Dalton State College Bachelor of Applied Science in Technology Management. This degree requires proof of computer literacy.

Course	Number		Credit Hours
<b>GENERAL EDUCATION</b>			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
<b>MAJOR FIELD COURSES</b>			
ALHT	1110	Allied Health Terminology I	3
ALHT	1111	Allied Health Terminology II	3
ALHT	1115	Medicolegal Ethics and Quality Assurance	1
BIOL	1107K	Principles of Biology I	4
CAPS	1101	Introduction to Computers	3
MLTS	1101	Introduction to Health Sciences	3
MOAS	1110	Clinical Procedures I	3
MOAS	1111	Clinical Procedures II	3
MOAS	1190	Clinical Practicum	5
OADM	1150	Document Processing I	3
OADM	1159	Medical Office Procedures	3
OADM	1230	Business English	3
OADM	1240	Desktop Publishing I	3
OADM	1250	Professional Development	3
Elective		ALHT 1150, 1155, 1160, OADM 1101, 1214, 1232, SPAN 1100	3
<b>PHYSICAL EDUCATION</b>			
PHED	1005	First Aid/CPR and Cardiovascular Fitness	1
Total			68

Students must earn a "C" or better in ALHT 1110, ALHT 1111, BIOL 1107, MLTS 1101, MOAS 1110, MOAS 1111 and MOAS 1190 to successfully complete the program.

Biology, math, medical lab technology, and allied health technology courses must have been taken within three years of admission or transfer into the program, or they must be repeated.

Clinical facilities used by the program may require students to submit to background checks and drug screenings before the student will be allowed in the facility. Facilities may refuse a student based on the information obtained. A student's failure to be accepted into clinical facilities may jeopardize a student's ability to complete the program.