

# Program Information

# MEDICAL OFFICE ADMINISTRATION



San Bernardino, CA

## Program Overview

The Medical Office Administration (MOA) program is a generalist program that will equip graduates with the skills necessary to function in a wide range of medical office business and financial settings. Specific skills include accounts receivable and payable, billing and fee collection, payroll and taxes, records management, insurance claims processing, insurance coding, typing and word processing, medical terminology, anatomy, oral and written communications, and public relations.

## Program Objectives

The objective of this program is to prepare students with sufficient theoretical knowledge to secure entry-level employment in front office positions at physicians' offices, dental offices, hospitals, insurance companies, and ancillary medical and dental organizations.

- To provide a learning atmosphere that is similar to an actual working atmosphere and an experience in the clinical area to correlate with classroom instruction.
- To instill in the student a sense of professionalism in behavior, attitude, and dress.
- To foster a basic work ethic that will enhance professionalism and skills in work performance.

## Course List

CPSO1001*	Career Path Success A
CPSO1002*	Career Path Success B
CPSO1003*	Career Path Success C
CPSO1004*	Career Path Success D
CPSO1005*	Career Path Success E
CPSO1006*	Career Path Success F
POFM1311	Medical Office Procedures
POFM1321	Computer Applications
POFM1331	Medical Terminology & Communications
POFM1341	Medical Insurance Claims Processing
POFM1351	Medical Insurance Coding
POFM1361	Medical Office Applications
POFM1571	Externship

*\*These courses are offered online*

*For course descriptions, a breakdown of credit hours and other program-specific information, please review the Campus Catalog on [concorde.edu](http://concorde.edu). To learn about our graduation rates, the median debt of students who completed programs, and other important information, visit [concorde.edu/disclosures](http://concorde.edu/disclosures).*