

Medical Office Administration

Diploma Program

Contact Hours: 800

Semester Credits: 26

Instructional Weeks – Full Time: 32

Average Time to Complete – Full Time: 8 Months

Concorde Career College, San Bernardino, is no longer enrolling students into the Medical Office Administration program

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 Purpose

The purpose is to provide sufficient theoretical knowledge and practical skills to function successfully in entry-level positions. It prepares students for the American Academy of Professional Coders certification test. Students focus on computer skills, medical terminology, anatomy and physiology, medical office procedures, psychosocial skills, office procedures, insurance, and ancillary coding procedures with continuous practice in school labs, plus an intensive externship with a participating provider.

Registration and certification requirements for taking and passing these examinations are not controlled by Concorde, but by outside agencies, and are subject to change by the agency without notice. Therefore, Concorde cannot guarantee that graduates will be eligible to take these exams, at all or at any specific time, regardless of their eligibility status upon enrollment.

Skills Proficiency

Students must perform certain skills to work in a medical office position and be proficient in program work. Keyboarding/10-key lessons are designed to enable the student to perform at an acceptable rate. Hands-on instruction with tools of the trade facilitates the transfer from theory to practice. All students must participate.

Program Delivery

The Medical Office Administration program is delivered in a blended format. Courses will be delivered entirely online, entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 800 program hours, a maximum of 640 course hours (80.0%) may be offered online.

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 #	Course Title	Theory Hours (Ground/Online)	Lab Hours (Ground/Online)	Clinical Hours (Ground/Online)	Semester Credit Hours
CPSO1011	Career Path Success A	15 (0 / 15)	0	0	0.5
CPSO1012	Career Path Success B	15 (0 / 15)	0	0	0.5
CPSO1013	Career Path Success C	15 (0 / 15)			0.5
CPSO1014	Career Path Success D	15 (0 / 15)			0.5
CPSO1015	Career Path Success E	15 (0 / 15)	0	0	0.5
CPSO1016	Career Path Success F	15 (0 / 15)			0.5
POFM1312	Medical Office Procedures	40 (0 / 40)	40 (0 / 40)		3
POFM1322	Computer Applications	40 (0 / 40)	40 (0 / 40)		3
POFM1332	Medical Insurance Coding I	40 (0 / 40)	40 (0 / 40)		3
POFM1342	Medical Insurance Coding II	40 (0 / 40)	40 (0 / 40)		3
POFM1352	Medical Insurance Claims Processing	40 (0 / 40)	40 (0 / 40)		3
POFM1362	Medical Office Applications	40 (0 / 40)	40 (0 / 40)		3
POFM1201	Externship I			115 (80 / 35)	2.5
POFM1202	Externship II			115 (80 / 35)	2.5
	Total	330 (0/330)	240 (0/240)	230 (160/70)	26

* These courses are offered online.

**A portion of these courses are offered online.