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. To learn about our graduation rates, the median debt of students who completed programs, and other important information, visit concorde.edu/disclosures.