

# Program Information

# MEDICAL OFFICE ADMINISTRATION



Jacksonville, FL

## Program Overview

The Medical Office Administration (MOA) program is a generalist program that equips 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

- To prepare students with sufficient theoretical knowledge to secure entry-level employment in medical office positions.
- To provide a learning atmosphere that is similar to an actual working atmosphere and experience in the clinical area to correlate with classroom instruction.
- To instill a sense of professionalism in behavior, attitude, and dress and 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

## This course list applies to students starting on or after November 18, 2019

CPSO1011*	Career Path Success A
CPSO1012*	Career Path Success B
CPSO1013*	Career Path Success C
CPSO1014*	Career Path Success D
CPSO1015*	Career Path Success E
CPSO1016*	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*

*Updated 10/28/2019*

*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).*