

Program Information

MEDICAL OFFICE ADMINISTRATION



Grand Prairie, TX

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

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.

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
POFM1201	Externship I
POFM1202	Externship II

**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.