

# Program Information

# MEDICAL OFFICE ADMINISTRATION



Dallas, 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

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
POFM1312	Medical Office Procedures
POFM1322	Computer Applications
POFM1332	Medical Insurance Coding I
POFM1342	Medical Insurance Coding II
POFM1352	Medical Insurance Claims Processing
POFM1362	Medical Office Applications
POFM 1201	Externship I
POFM 1202	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](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).