

Medical Office Administration

Contact Hours: 800

Semester Credits: 26

Instructional Weeks – Full Time: 32

Average Time to Complete – Full Time: 8 Months

Diploma Program

Concorde Career Institute, Jacksonville, is no longer enrolling students into the Medical Office Administration program.

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 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 this examination 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 this exam, 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 520 course hours (65.0%) may be offered online.

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 #	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 (20 / 20)		3
POFM1322 *	Computer Applications	40 (0 / 40)	40 (20 / 20)		3
POFM1332 *	Medical Insurance Coding I	40 (0 / 40)	40 (20 / 20)		3
POFM1342 *	Medical Insurance Coding II	40 (0 / 40)	40 (20 / 20)		3
POFM1352 *	Medical Insurance Claims Processing	40 (0 / 40)	40 (20 / 20)		3
POFM1362 *	Medical Office Applications	40 (0 / 40)	40 (20 / 20)		3
POFM1201 **	Externship I			115 (80 / 35)	2.5
POFM1202 **	Externship II			115 (80 / 35)	2.5
	Total	330 (0/330)	240 (120/120)	230 (160/70)	26

* These courses are offered online.

**A portion of these courses are offered online.