Medical Office Administration

Diploma Program
Contact Hours: 800
Semester Credits: 26
Instructional Weeks – Full Time: 32
Average Time to Complete – Full Time: 8 Months

Concorde Career College, Portland, is no longer enrolling students into the Medical Office Administration program

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

**These courses are offered online.*

***A portion of these courses are offered online.*