

Medical Office Administration (Diploma)

Diploma Program

Contact Hours: 800

Semester Credits: 26

Instructional Weeks – Full Time: 32

Average Time to Complete – Full Time: 8 Months

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.

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 640 course hours (80.0%) may be offered online.

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.

For all students starting on or after February 20, 2023

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours (Ground/Online)	Lab Hours (Ground/Online)	Clinical Hours (Ground/Online)	Semester Credit Hours
POFM1313	Medical Office Procedures			55 (0 / 55)	40 (0 / 40)	0	3.5
POFM1323	Computer Applications			55 (0 / 55)	40 (0 / 40)	0	3.5
POFM1333	Medical Insurance Coding I			55 (0 / 55)	40 (0 / 40)	0	3.5
POFM1343	Medical Insurance Coding II			55 (0 / 55)	40 (0 / 40)	0	3.5
POFM1353	Medical Insurance Claims Processing			55 (0 / 55)	40 (0 / 40)	0	3.5
POFM1363	Medical Office Applications			55 (0 / 55)	40 (0 / 40)	0	3.5

POFM1201	Externship I	POFM1313 POFM1323 POFM1333 POFM1343 POFM1353 POFM1363	115 (80 / 35)	2.5
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POFM1202	Externship II	POFM1201		115 (80 / 35)	2.5	
		Subtotal	330 (0/330)	240 (0/240)	230 (160/70)	26

Course #	Course Title	Pre-Requisites	Co-Requisites	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
Subtotal				330 (0/330)	240 (0/240)	230 (160/70)	26

*These courses are offered online.

**A portion of these courses are offered online.