

Medical Office

Provide administrative support in the medical field



SJVC's Medical Office Administration (MOA) program provides in-depth training for the front office position of a busy medical practice or facility. Hands-on experience and classroom instruction include the study of office management, patient record-keeping, bookkeeping and accounting, and professional communication.

Students Learn

- Medical insurance principles
- Medical office operations
- Human relations
- Medical law and regulations

Certificate or A.S. Degree

The Certificate-level Medical Office Administration (MOA) programs offer all of the training required to provide basic administrative support in a medical office setting. Graduates of the Associate of Science (A.S.) Degree programs benefit from advanced training in medical billing, coding and office management.

Professional Certifications

Graduates are eligible to take several national certification and credentialing examinations administered by the National Center for Competency Testing (NCCT). Graduates also earn Health Insurance Portability and Accountability Act (HIPAA), AHA-Adult & Infant CPR, and First Aid Certification.

Career Information

Well-trained front-office personnel can work in medical and dental offices, hospitals, clinics, and insurance companies. These administrators perform the following job duties:

- Assigning ICD-9 and CPT codes to claims
- Processing patient insurance claims
- General bookkeeping
- Scheduling patient appointments
- Managing medical records

Admission Requirements

Admission to the MOA program requires:

- High school diploma or equivalent
- Wonderlic SLE assessment score of 12 or higher

Applicants must have reliable plans for transportation, child care and time to devote to academic work outside of scheduled class hours.



Course Listing		
Course ID	Course Name	Credit Units
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
HCP 202	Microsoft Office for Health Care Professionals	3.0
HCP 203	Medical Office Management	3.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0
MOP 130	Hospital Billing	2.0
MOP 140	ICD Coding	3.0
MOP 500	Externship	3.0
MOP 510	Externship Seminar	1.0
Certificate Program Total		31.0
ENG 121	Composition and Reading - Part A	3.0
ENG 122	Composition and Reading - Part B	3.0
BUS 102	Business Math	3.0
HCP 201	Diseases and Disorders	3.0
MOP 210	Medical Office Principles	2.0
MOP 220	Medical Office Capstone	2.0
MTH 121	College Algebra - Part A	3.0
MTH 122	College Algebra - Part B	3.0
NCS 1	Introduction to Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
A.S. Degree Program Total		65.0

All courses listed above must be completed to receive the Medical Office Administration A.S. Degree. Course listings are subject to change. For most current information, visit sjvc.edu.

SJVC classes are offered Monday through Thursday in the morning, afternoon and evening.

Class Schedule
Monday - Thursday
Morning Session: 7:15am-12:00pm
Afternoon Session: 12:30pm-5:15pm
Evening Session: 5:30pm-10:15pm

NOTE: Sessions vary by program and campus and are subject to seat availability.

Antelope Valley Campus
42135 10th Street West, Lancaster, CA 93534
866.483.1797

Consumer Information		
Occupations*		
Billing Clerk (43-3031.00) [†]		
Medical Records Clerk (29-2071.00) [†]		
Administrative Assistant (43-6013.00) [†]		
	Certificate	A.S. Degree
On-Time Completion Rate**	64%	65%
Graduate Placement Rate [†]	75%	0%
Tuition and Fees	\$17,250	\$32,950
Graduate Median Loan Debt		
Title IV HEA Loans	\$9,500	\$20,000
Private Loans	\$0	\$0
Institutional Loans	\$0	\$0

Statistics for graduate cohort of July 1, 2013 - June 30, 2014.
Graduate placement rate statistics for students who were scheduled to graduate in the calendar year 2013.

*Visit <http://www.onetcodeconnector.org/ccreport> and enter the reference number[†] from the Consumer Information table for complete details.

**Percentage of graduates who completed the program in the scheduled period (30 weeks-Certificate, 60 weeks-AS Degree).

SJVC's Medical Office programs are offered in:

ANTELOPE VALLEY (Lancaster)
BAKERSFIELD*
FRESNO*
HANFORD
MADERA**
MODESTO (Salida)
ONTARIO
TEMECULA
VICTOR VALLEY (Hesperia)
VISALIA*

Other SJVC campuses:

DELANO - opening Fall 2015
RANCHO CORDOVA
SAN DIEGO (Chula Vista)

*A.S. degree only
**Certificate only
Program availability varies by campus

San Joaquin Valley College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: www.accjc.org