



Train for a rewarding career working in a Medical Office



SJVC's Medical Office Administration (MOA) program prepares graduates to work in front-office positions for a medical practice, health care facility or insurance company.

Students learn to compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Training helps students learn the skills required to start a career in administrative support in a healthcare environment.



Training Today for a Better Tomorrow



Hands-On Training

Students Learn:

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



Credential and Professional Certifications

SJVC's Medical Office Administration program prepares graduates to work in front-office positions for a medical practice, healthcare facility or insurance company. Training helps students learn the skills required to start a career in administrative support in a healthcare environment.

Graduates earn an Associate of Science degree and are eligible to sit for the National Certified Medical Office Assistant (NCMOA) exam or the National Certified Insurance & Coding Specialist (NCIS) exam offered by the National Center for Competency Testing (NCCT). Graduates also earn the following certifications: HIPAA, AHA Adult & Infant CPR, and First Aid Certification.



Career Information

Well-trained front-office personnel can work for medical and dental offices, hospitals, clinics and insurance companies.

These administrators perform the following job duties:

- Enter patient or treatment data into computers
- Maintain medical facility records
- Manage healthcare operations
- Perform clerical work in medical settings
- Prepare official health documents or records
- Process healthcare paperwork
- Process medical billing information
- Schedule patient procedures or appointments

Source: Occupational Information Network (O*Net) www.onetonline.org



Admissions Requirements

- 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 school work outside of scheduled class hours.

See the SJVC College Catalog for additional information on institutional admission requirements.



Course Listing*

Core Course Requirements

Course ID	Course Name	Credit Units
COMP 101	Computer Literacy & Applications for the Professional	3.0
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 203	Medical Office Management	3.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT/HCPCS Coding	3.0
MOP 130	Billing Principles	2.0
MOP 140	ICD Coding	3.0
MOP 211	Medical Office Principles	3.0
MOP 500	Externship	3.0
MOP 510	Certification Prep	1.0
GRS 100	Graduate Readiness Seminar	2.0
Certificate Total		36.0

General Education Requirements

Course ID	Course Name	Credit Units
ENG 121	Composition & Reading – Part A	3.0
ENG 122	Composition & Reading – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the 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 Total		60.0

*Sessions and degree offerings vary by campus. Speak to an Admissions Representative for more details. Course listings are subject to change. Reference the SJVC College Catalog for the most current program information.

Institutional Accreditation

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.

California State Approval

SJVC is a private institution and is approved to operate as an accredited institution by the California Bureau of Private Postsecondary Education (BPPE). Approval to operate means that SJVC has been found in compliance with the standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Title 5, Division 7.5, - Private Postsecondary Education of the California Code of Regulations. As a prospective student, you are encouraged to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Consumer Information

San Joaquin Valley College publishes important consumer information for all programs and campus locations. For comprehensive consumer information, visit <https://www.sjvc.edu/admissions/consumer-information>.

SJVC Locations

ATASCADERO 805.470.7130	HANFORD 559.584.8840	MODESTO 209.542.8800	TEMECULA 951.296.6015
BAKERSFIELD 661.834.0126	HESPERIA 760.948.1947	ONTARIO 909.948.7582	FRESNO - TRADES EDUCATION CENTER 559.453.0123
DELANO 661.778.1145	LANCASTER 661.974.8282	PORTERVILLE 559.853.4114	VISALIA 559.651.2500
FRESNO 559.448.8282	MADERA 559.302.2155	RANCHO CORDOVA 916.638.7582	ONLINE 877.367.7582

Program availability varies by campus location. Please see the catalog for details.