

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 90	Capstone & Externship	6.0
CERTIFICATE TOTAL		36.0

Continue Your Education

Graduates of the Medical Office Administration certificate program who wish to continue their education can pursue an associate degree in Health Studies.

SJVC's Health Studies program may be completed in 25 weeks.

The Health Studies Associate of Science Degree affords excellent opportunities for professional growth and development through instruction in general education coursework designed to produce the competencies of higher education that employers expect of college graduates.

Institutional Accreditation

San Joaquin Valley College is accredited by the WASC Senior College and University Commission (WSCUC), 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501, (510)748-9001 (<https://www.wscuc.org>). The WSCUC is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

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 [consumerinfo.sjvc.edu](https://www.sjvc.edu/consumerinfo).

SJVC Locations

ANTELOPE VALLEY (LANCASTER) 661.974.8282	PORTERVILLE 559.853.4114
BAKERSFIELD 661.834.0126	RANCHO CORDOVA 916.638.7582
DELANO 661.778.1145	RANCHO MIRAGE 442.305.7701
FRESNO 559.448.8282	SANTA MARIA 805.608.3104
FRESNO - TRADES EDUCATION CENTER 559.453.0123	TEMECULA 951.296.6015
MODESTO (SALIDA) 209.543.8800	VICTOR VALLEY (HESPERIA) 760.948.1947
ONTARIO 909.948.7582	VISALIA 559.651.2500

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

*Sessions 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.

READY TO ENROLL? GET STARTED HERE:

[sjvc.edu/program/medical-office-administration](https://www.sjvc.edu/program/medical-office-administration)

[sjvc.edu](https://www.sjvc.edu)



Train for a rewarding career in

Medical Office Administration



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 to start a career in administrative support in a healthcare environment.



Your trusted source for hands-on training.

SJVC excels at in-person, hands-on learning in high tech laboratory environments that will enable you to transition to a career with real-world experience.



Administrative Skills*

- Scheduling and receiving patients
- Charting and maintaining patient records
- Medical office bookkeeping and accounting software
- Coding, management and submission of insurance claims
- Management of situations requiring CPR or first aid
- Communication skills required for certification exams
- Critical analysis and ethics for interpersonal interactions
- Professional appearance and attitude

*See college catalog for complete student learning outcomes for this program.



At SJVC, we value:
Integrity
Family
Professionalism
Communication
Diversity
Success

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 a Certificate of Completion 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, and AHA Adult & Infant CPR.

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.

Career Opportunities

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

- Answer telephones and direct calls to appropriate staff
- Schedule and confirm patient diagnostic appointments, surgeries, or medical consultations
- Complete insurance or other claim forms
- Greet visitors, ascertain purpose of visit, and direct them to appropriate staff
- Transmit correspondence or medical records by mail, e-mail, or fax

Source: <https://www.onetonline.org/link/summary/43-6013.00>

SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.



GET MORE INFO ON ENROLLMENT:

sjvc.edu/program/medical-office-administration

sjvc.edu