



# 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.





## Hands-On Training

### Students Learn:

- 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



## 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 or 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, and AHA Adult & Infant CPR.

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.



## 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](http://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	Externship Seminar	1.0
GRS 100	Graduate Readiness Seminar	2.0
<b>Certificate Total</b>		<b>36.0</b>

### 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
<b>Total</b>		<b>24.0</b>
<b>A.S. Degree Total</b>		<b>60.0</b>

\*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 WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, 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 <https://www.sjvc.edu/admissions/consumer-information>.

## SJVC Locations

**ATASCADERO**  
805.470.7130

**FRESNO - TRADES  
EDUCATION CENTER**  
559.453.0123

**MADERA**  
559.302.2155

**RANCHO CORDOVA**  
916.638.7582

**VISALIA**  
559.651.2500

**BAKERSFIELD**  
661.834.0126

**HANFORD**  
559.584.8840

**MODESTO**  
209.542.8800

**RANCHO MIRAGE**  
442.305.7701

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

**DELANO**  
661.778.1145

**HESPERIA**  
760.948.1947

**ONTARIO**  
909.948.7582

**SANTA MARIA**  
805.608.3104

**FRESNO**  
559.448.8282

**LANCASTER**  
661.974.8282

**PORTERVILLE**  
559.853.4114

**TEMECULA**  
951.296.6015

[sjvc.edu](http://sjvc.edu)

