### **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	

#### **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 TO	60.0	

### 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/consumerinformation.

### **SJVC** Locations

ATASCADERO MODESTO 805.470.7130 209.542.8800 BAKERSFIELD ONTARIO 909.948.7582 661.834.0126 DELANO

PORTERVILLE 559.853.4114 661.778.1145

FRESNO 559.448.8282

HANFORD

FRESNO - TRADES EDUCATION CENTER RANCHO MIRAGE 559.453.0123 442.305.7701

SANTA MARIA 805.608.3104 559.584.8840

> VISALIA 559.651.25002

RANCHO

CORDOVA 916.638.7582

HESPERIA TEMECULA 760.948.1947 951.296.6015

LANCASTER 661.974.8282

MADERA 559.302.2155

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

\*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.

#### **READY TO ENROLL? GET STARTED HERE:**

www.sjvc.edu/program/medical-office-administration/

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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.



# Medical Office Administration

Training helps students learn the skills to start a career in administrative support in a healthcare environment.

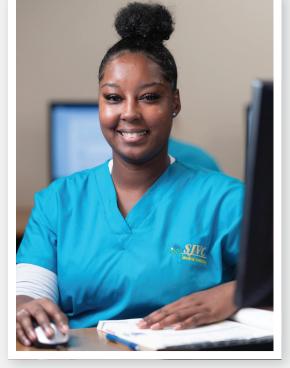


## Your trusted source for hands-on training.

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



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

# Credential and **Professional Certifications**

SJVC's Medical Office Administration program prepares Graduates earn a Certificate of Completion or an graduates to work in front-office positions for a medical Associate of Science degree and are eligible to sit for the practice, healthcare facility or insurance company. National Certified Medical Office Assistant (NCMOA) Training helps students learn the skills required to exam or the National Certified Insurance & Coding start a career in administrative support in a healthcare Specialist (NCIS) exam offered by the National Center environment. 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.



### Medical Office Administration

# 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:

