

# 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 one of several national certification examinations. 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
COMP 101	Computer Literacy and Applications for the Professional	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
<b>Certificate Program Total</b>		<b>31.0</b>
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
<b>A.S. Degree Program Total</b>		<b>65.0</b>

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](http://sjvc.edu).

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

Class Schedule
<b>Monday - Thursday</b>
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.

**Victor Valley Campus (Hesperia)**  
**9331 Mariposa Road, Hesperia, CA 92344**  
**760.948.1947**

Consumer Information		
	Certificate	A.S. Degree
Program Length	30 weeks	60 weeks
Tuition and Fees	\$17,125	\$32,800
Estimated Textbook Cost	\$250	\$250
<i>Data for Graduates on all SJVC Campuses between 7/1/14 and 6/30/15</i>		
Graduate Median Loan Debt		
Title IV HEA Loans	\$9,500	\$20,000
Private Loans	\$0	\$200
Institutional Loans	\$0	\$0
On-Time Completion Rate	74%	54%
<i>Graduate Placement Rate</i>		
Because of the change in the California Bureau of Private Postsecondary Education's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.		
Occupations for Graduate Placement <sup>1</sup>		
Billing and Posting Clerks (43-3021.00) Medical Assistants (31-9092.00) Medical Records and Health Information Technicians (29-2071.00) Medical Secretaries (43-6013.00) Office Clerks, General (43-9061.00)		

<sup>1</sup>Visit <http://www.onetcodeconnector.org> and enter the reference number for complete details

#### 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](http://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 (California Education Code, Title 3, Division 10, Part 59, Chapter 8) and Title 5, Division 7.5 – Private Postsecondary Education of the California Code of Regulations.