

About This Program

The Medical Office Administration program is 36 weeks in length and prepares graduates to work in front-office positions for a medical practice, healthcare facility, or insurance company. Hands-on experience and classroom instruction include the study of office management, medical billing, coding, electronic health records training, patient recordkeeping, bookkeeping, and professional communication. The program culminates in a Certificate of Achievement. Within the State of California, graduates of the Medical Office Administration program 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).*

Careers in Medical Office Administration

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>

Knowledge and Skills:

Upon completion of the Medical Office Administration program, graduates will be able to:

- Perform administrative skills such as scheduling and receiving patients as well as charting and maintaining patient records.
- Operate and manage a computerized medical office that includes bookkeeping and accounting tasks.
- Code, submit, and manage insurance claims accurately.
- Manage emergency situations requiring CPR or first aid.
- Communicate effectively orally and in writing using correct medical terminology and demonstrate the skills required to be prepared for professional certification exams.
- Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior, and appropriate interpersonal interaction to situations in his or her career and personal life.
- Demonstrate the social skills, professional appearance, attitudes, and behavior that employers expect of all graduates.



The program culminates in a Certificate of Achievement.

*Your path
to better!*

*Carrington College 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.

Campus-Based: Antelope Valley (Lancaster), Bakersfield, Fresno, Modesto (Salida), Rancho Mirage, Santa Maria, Temecula, Victor Valley (Hesperia), and Visalia.

Medical Office Administration Certificate Requirements

TECHNICAL COURSES		LECTURE HOURS	LAB HOURS	EXTERN HOURS	SEMESTER CREDIT HOURS
COMP101	Computer Literacy and Applications for the Professional	45	0	0	3
HCP101	Structural Anatomy and Terminology	45	0	0	3
HCP102	Body System Anatomy and Terminology	45	0	0	3
HCP103	Foundational Office Skills	15	30	0	2
HCP203	Medical Office Management	45	0	0	3
MOP110	Medical Insurance Principles	75	0	0	5
MOP120	CPT and HCPCS Coding	45	0	0	3
MOP130	Billing Principles	30	0	0	2
MOP140	ICD Coding	45	0	0	3
MOP211	Medical Office Principles	45	0	0	3
MOP91	Externship	0	0	180	4
MOP92	Applied Theory: Integrated Learning and Practice	30	0	0	2
TOTAL FOR CERTIFICATE		465	30	180	36

Approximate time to complete certificate program: 36 weeks (not including breaks)

Accreditation and Disclosures

Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, 428 J Street, Suite 400, Sacramento, CA 95814, (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 accjc.org. For comprehensive information on Carrington College's accreditation and approvals, visit carrington.edu/accreditation. Visit carrington.edu/sci for important information on program outcomes.

Program availability varies by location. Carrington College reserves the right to update information as it becomes available. For the most updated information, visit carrington.edu.