

Medical Office Administration

EVANS COMMUNITY ADULT SCHOOL

717 North Figueroa Street, Los Angeles, CA 90012

(213) 613-7900 EvansLA.org



CLASS TIMES

Monday – Thursday

6:00 pm – 8:45 pm

COURSES

MOA/1 - Medical Terminology
MOA/2 - Front Office Assistant
MOA/3 - Insurance & Billing
MOA/4 - Diagnostic Coding
MOA/5 - Procedural Coding

For additional information call
213-613-7910

TUITION-FREE

Text books/materials not included

Medical Office Administration (MOA) is a sequence of five competency-based courses designed for Medical Office Administration. Each course includes an introduction, safety procedures and employability skills.

MOA/1 - Medical Terminology

- Structure of medical terms
- Medical abbreviations
- Body systems and structures
- Major classes of drugs
- Introduction to medical reports

MOA/2 - Electronic Recording & Filing

- Healthcare law and ethics
- Communications
- Appointment scheduling
- Patient reception and registration
- Overview of billing and coding

MOA/3 - Insurance & Billing

- Understanding healthcare insurance
- Patient encounters and billing information
- Coding procedures
- Group/private insurance plans, government plans, managed care
- Workers' compensation and disability/liability insurance

MOA/4 - Diagnostic Coding Systems

- Diagnostic coding used in medical offices, hospitals, clinical laboratories, private/governmental insurance agencies, and other healthcare-related facilities
- International classification of diseases, official coding guidelines

MOA/5 - Procedural Coding

- Introduction to CPT and HCPCS coding
- Modifiers
- Section specific guidelines
- Inpatient coding

The competencies in these courses are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

U.S. Department of Labor Job Outlook: Employment of health information technicians is projected to grow 15 percent from 2014 to 2024, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages.

Los Angeles Unified School District/Division of Adult and Career Education. All educational and vocational opportunities are available without regard to race, color, nation origin, sex or disability. A lack of English language skills will not be a barrier to admission and participation in educational and vocational programs. Classes failing to meet the minimum class size will be closed according to Division policy.

