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# MOA

medical office administration  
& coding



**1 $\frac{1}{2}$**  year  
program

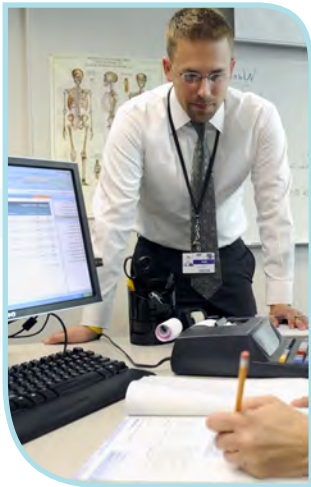
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# medical office

Medical office assistants help keep medical offices of all kinds running smoothly and efficiently. They handle such tasks as updating and filing medical records, completing insurance forms, scheduling appointments and handling billing and bookkeeping. Medical coders use their knowledge of anatomy, medical conditions and treatment to assign a code to each procedure and diagnosis.

Medical office administration is a diverse field which gives you the opportunity to help people without being directly involved in patient care. The health care industry is constantly growing and is not as susceptible as many other industries to downturns in the economy. To control rising medical costs, medical records are being carefully examined and skilled office personnel are needed to interpret complex medical terminology and codes.

Medical office training combined with soft skills will enable you to work in virtually any location – from small community practices to large health care organizations. Salaries vary by geographic region, type of work and degree of responsibility. Medical office assistants and coders are needed in doctors' offices, hospitals, clinics, long-term care facilities, laboratories, insurance companies and government agencies.



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