



Medical Office Administration

**90-
Hours
per
Course**

MONDAY-THURSDAY: 6:00 PM-8:00 PM

Online

**FREE
CLASS**

MOA/1 - Medical Terminology

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

MOA/2 - Electronic Recording & Filing

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

MOA/3 - Insurance & Billing

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

MOA/4 - Diagnostic Coding System

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

MOA/5 - Procedural Coding

- Introduction to CPT and HCPCS coding
- Modifiers
- Section specific guidelines
- In-patient coding

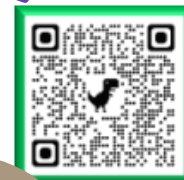
COHORT START DATES:

10/23/23

02/12/24

05/13/24

**SCAN HERE
TO START**



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