



Prepare to Excel as a Medical Office Administrator

Earn Your Diploma in Medical Office Administration in as Little as 9 Months

Unitek College offers a Medical Office Administration program that equips students with the knowledge and skills they'll need to excel as Medical Office Administrators. Throughout this program, students will learn the fundamentals of medical terminology, medical office procedures, office computer applications, patient interaction, the laws and regulations regarding patient medical records, insurance plans and forms, and coding procedures.

Medical Office Administrators (MOAs), or medical record technicians, are the unsung heroes of healthcare. It is their job to help medical offices and clinical facilities run smoothly. These healthcare professionals are typically detailed, organized, and motivated. To be successful, MOAs must be good with numbers and have great interpersonal skills.

Why Choose Unitek College?



Medical Office Administration Campus Locations

Concord • Fremont • Sacramento • San Jose

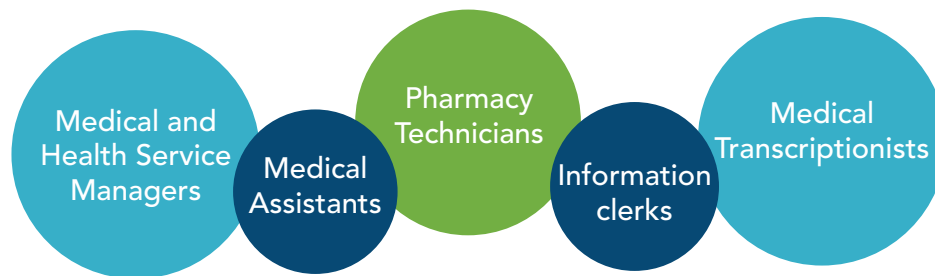
*For those who qualify.

Why Earn Your Medical Office Administration Diploma?

Where Can Medical Office Administrators Work?

- + Physician offices
- + Private healthcare facilities
- + Industrial firms requiring healthcare personnel
- + Hospitals
- + Hospital clinics
- + Laboratories
- + Health industry providers
- + Independent clinics private duty

What Other Jobs Can Medical Office Administrators Pursue with Additional Education?



Growing Demand for Medical Office Administrators

Widespread use of electronic health records is creating great demand for administrators to help manage information in all areas of healthcare. As a result, job opportunities are expected to grow much faster than other careers through 2028.¹ In May 2018, the median annual wage for Medical Office Administrators was \$40,350, and the highest 10 percent earned more than \$66,260.¹

Enroll Today!

"I just finished the Medical Office Administration program. It was 9 months, but I did it! The staff is extremely helpful and they have your back to make sure you stay on the right track. If I decide to further my education in the future, I will definitely go back to Unitek College."

- Scarlett P. – MOA Program, Sacramento



UnitekCollege.edu

Unitek College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), an accrediting agency recognized by the United States Department of Education.

For more information about our graduation rates and other important information, please visit our website at: <http://unitekcollege.edu/disclosures>



1. Bureau of Labor Statistics <https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm>