

Be on the front line of the medical industry—even if you have no interest in clinical skills. **If you're organized and like people, medical office administration could be for you.** You'll interact with patients, handle front office operations and be a resource for your colleagues.



“Brookline College helps students see the bigger picture of having a life long career.”

Dorothy Hutchinson,  
Nursing Instructor

## **BENEFITS OF A MEDICAL OFFICE ADMINISTRATION EDUCATION AT BROOKLINE COLLEGE**

- **Classes that work with your schedule:** Since classes are all online, you learn on your own time, giving you ultimate flexibility. Part-time or full-time, it's your choice.
- **Preparation for the workforce:** The clerical and communication skills, office safety information and equipment you use can be applied in offices and medical facilities everywhere.
- **Qualify to sit for certification exams:** Brookline prepares you with the knowledge you need to sit for various certification exams that can increase your employability.

## **WHERE BROOKLINE MEDICAL OFFICE ADMINISTRATION GRADS ARE WORKING**

- Hospitals
- Clinics
- Physicians' offices
- Dental offices
- Medical insurance companies

## **CAREER OUTLOOK**

Medical Office Administrators are needed throughout the healthcare industry. According to O\*NETOnLine, jobs are expected to grow at a rate of 11 percent through 2028, which is faster than average. In Arizona and New Mexico, the rate is even higher.<sup>1</sup>

## **PROGRAM LOCATIONS:**

**Online Only**

Prepare today for a rewarding career tomorrow. Contact Brookline College at 888.337.9003 now!

 **BROOKLINE COLLEGE**  
Small College. Big Future.

**BrooklineCollege.edu**

## CURRICULUM OVERVIEW

### Medical Office Administration – Diploma

27.5 CREDITS – 646 CONTACT HOURS – 34 WEEKS

To offer the prospective students an option if medical clinical skills (Medical Assisting) or Medical Coding (Medical Billing and Coding) are something that they do not have an interest in, the Medical Office Administration program will give the student knowledge of all office procedures, without performing them, and give them the opportunity to learn medical coding, without doing that choice solely. Medical Office Administration is the front line in all medical offices, it is very patient focused and interactive, without the clinical skills required for Medical Assistants. Brookline College prepares students in the Medical Office Administration diploma program to take certification and/or licensure exams related to their program of study.

### Program Concentration Courses

Med A Foundations of Allied Health  
MOAB Medical Terminology with Anatomy and Physiology  
MOAC Medical Office Billing and Administration  
MOAD Healthcare Front Office Accounting  
MOAE Medical Office Communication  
MOAF Professional Readiness  
MOAG Practicum



## BROOKLINE'S COMMITMENT TO STUDENTS

- **Great education at a great price:** With fixed tuition, you'll know exactly what your education will cost from start to finish (program locations vary). Brookline can also help you search and apply for a scholarship, grant or loan.
- **Faculty dedicated to your success:** Since classes are small, your expert instructors can focus on your individual needs to see you through to success.
- **Job placement assistance:** Brookline's commitment doesn't end with graduation: The career services team will help you land your first job, offering assistance with resumé writing, job search and more.

## BROOKLINE COLLEGE DIFFERENCE

- 40 years serving our communities
- Small classes
- Personalized service
- Career immersion

See if  
Medical Office  
Administration  
and Brookline  
College is the  
right fit for you.

[Click here for  
a free automated  
advising service.](#)



BROOKLINE COLLEGE

Small College. Big Future.

[BrooklineCollege.edu](http://BrooklineCollege.edu)