



Medical Office Administrator Certification (MOAC) Certification Program Outline

Exam Information

A Medical Office Administrator Certification (MOAC) allows candidates to participate in a variety of healthcare settings. A Medical Office Administrator’s responsibility may include, but are not limited to the following:

- Patient Identification
- Patient communication
- Insurance billing and authorizations Coding patient/provider encounters
- Confidentiality
- Electronic data interchange
- Recognizing the need for continuing education and staying current in healthcare mandates

| Exam Information | |
|-----------------------------------|----------|
| Total Number of questions on exam | 100 |
| Allotted time for exam | 2 hours |
| Modality available | Online |
| Live Remote Proctoring Available | Yes |
| Cost | \$109.00 |

Test Blueprint

The following chart is a breakdown of the content domains, # of items and weight.

| Content Domains | Weight | # of Items |
|--|--------|------------|
| <i>HIPAA Compliance</i> | 19.0% | 19 |
| <i>Scheduling</i> | 11.0% | 11 |
| <i>Medical Records</i> | 13.0% | 13 |
| <i>Other Administrative Knowledge</i> | 9.0% | 9 |
| <i>Insurance</i> | 15.0% | 15 |
| <i>Medical Billing/Coding</i> | 11.0% | 11 |
| <i>Medical Terminology and Anatomy</i> | 13.0% | 13 |
| <i>Emergency Care</i> | 9.0% | 9 |
| Total | 100% | 100 |

To access the full exam blueprint, click [HERE](#).