

MEDA125R : Medical Office Practice

In this course students will explore, study, and practice numerous administrative responsibilities associated with working in a medical office. Throughout the semester, students will identify various career opportunities and responsibilities of the Administrative Medical Assistant. Reception duties include establishing effective communication with patients, records, and chart management, supplies and equipment management, computer applications and office safety, plan policies and regulations for programs, insurance claims, HIPAA-mandated coding systems, and insurance and patient billing.

Credits 3

Lecture Hours 3